The following templates have been provided for districts to use in their communication with students and families and local school boards about Supporting our Students in Grades 9, 10 and 11. Districts should customize each template as appropriate for their local context. Areas that should be adapted for the local context are identified with *[RED ITALIC TEXT].*

## Communication to students in Grades 9-11 and their families from Districts

To: The Classes of 2021, 2022 and 2023 and Families

Re: Supporting our Students in Grades 9, 10 and 11 During COVID-19 School Closures

Dear Students and Families,

As we navigate through this unprecedented time, our first concern is for your well-being. We understand that you may have questions about the future and how the current school closure may impact your path to graduation and beyond. We care about responding to your needs and questions in the best way we know how. We are with you.

We learned on April 8, 2020 that our students would not be returning to school for the remainder of the year, a decision made by Governor Brown to focus on the health and safety of all Oregonians.  *[District name]* is working to ensure that every high school student can access supports for their well-being, ongoing learning, high school completion, and transition to career and college through this time. We remain focused on you and your future goals.

In order to continue learning and earning credits, we are providing you with opportunities for distance learning aligned to the state’s *Distance Learning for All Guidance*. We recognize that a distance learning model does not replace a full-school experience, and we continue to invest in our capacity to support you during this time.

*[Insert information about your district’s plan to provide distance learning along with SEL and counseling supports for the students in Grades 9-11.]*

You will receive Pass/Incomplete marks for your courses instead of letter grades (A-F) or their equivalent. We want to support continued learning, but cannot proceed as if nothing has changed and must consider the severe impact the pandemic is having across our community. The Pass/Incomplete marks safeguard your opportunities to continue learning and earning credit without impacting your GPA. Public and private universities and colleges across the country, including Oregon’s colleges and universities, recognize the extraordinary nature of this event and are making temporary changes to their admissions policies to accept Pass/No Pass marks issued during the winter/spring 2020 term(s).

In this temporary system, you will receive a “Pass” and credit for a course once you demonstrate essential learning for that course during the Spring 2020 Term. If you are not able to demonstrate the learning by the end of the term, you will receive an “Incomplete,” and then we will partner with you and your family to create a Credit-Earning Assurance Plan by September 2020. You will have until the beginning of the 2021-2022 school year to make up the learning and earn credit.

Despite the fact that you will not be earning letter grades at this time, we strongly encourage you to stay involved and connected to learning as your knowledge and skills continue to build over time and the learning you do now will prepare you to meet your goals for the future.

Additionally, Oregon Department of Education (ODE)is not requiring Essential Skills and Personalized Learning Requirements for 2021, so current juniors will not need to meet those requirements to graduate. At this time, there are no changes to the graduation requirements for the Class of 2022 and the Class of 2023.

Thanks to each of you for supporting one another, for embracing uncertainty with grace and patience, and for finding strength in one another. We must remind ourselves that we’re part of a greater community, and that our purpose is to emerge from this with the tools to build a better world.

Sincerely,

*[Superintendent Name]*

The purpose of this letter is to update school board members about changes to the graduation, grading and credit requirements for students in grades 9-11 and how [DISTRICT NAME] will be supporting them.

## Communication to school board members

To: Members of the Board of Education

Re: Supporting our Students in Grades 9, 10 and 11 During COVID-19 School Closure

We learned on April 8, 2020 that our students would not be returning to school for the remainder of the year, a decision made by Governor Brown to focus on the health and safety of all Oregonians. Since that announcement, we have heard the concerns of our students, families, educators and communities as we come to terms that school as we know it will take new shape for the short-term future. Our high school students are at a critical period of intellectual and social-emotional development, and as district and community leaders, we must collectively work to safeguard their future and mitigate negative consequences from lost learning time due to COVID-19, remaining focused on care, connection and continuity of learning for all high school students during this challenging time.

As the situation rapidly unfolds, we want to quickly recap key [*Distance Learning for All Guidance*](https://www.oregon.gov/ode/educator-resources/standards/Pages/Distance-Learning-for-All.aspx) from Oregon Department of Education (ODE) as the guidance continues to build on previous information.

* March 30, 2020: ODE released *Distance Learning for All Guidance (Sections 1-3)*, requiring districts to provide distance learning for every student.
* April 8, 2020: ODE released *Graduation Pathways 2020 (Section 4)* which outlines graduation requirements and supports for our seniors.
* April 15, 2020: ODE released *Supporting our Students in Grades 9, 10 & 11 (Section 5)* that provides updated graduation, grading, and credit requirements for students in grades 9-11.

As you know, we are providing each student with opportunities for distance learning aligned to the state’s *Distance Learning for All Guidance*, which includes targeted supports for our high school students. *[Provide link or local reference to district plan.]*

In accordance with *Supporting our Student in Grades 9, 10 & 11*, students will receive Pass/Incomplete marks for their courses instead of letter grades (A-F) or their equivalent. We want to support continued learning, but cannot proceed as if nothing has changed and must consider the severe impact of the pandemic on students and families. The Pass/Incomplete marks safeguard student opportunities to continue learning and earning credit without impacting their GPAs. Public and private universities and colleges across the country, including Oregon’s college and universities, recognize the extraordinary nature of this event and are making temporary changes to their admissions policies to accept Pass/No Pass marks issued during the winter/spring 2020 term(s).

In this temporary system, students who demonstrate essential learning for a course during the spring 2020 term will receive a “Pass” and credit for the course. Students who are not able to demonstrate the learning by the end of the term will receive an “Incomplete,” and then the school will partner with the students and families to create a Credit-Earning Assurance Plan by September 2020. Students will have until the beginning of the 2021-2022 school year to make up the learning and credit.

Additionally, ODE is not requiring Essential Skills and Personalized Learning Requirements for the Class of 2021, so juniors will not need to meet those requirements to graduate. At this time, there are no changes to the graduation requirements for the Class of 2022 and the Class of 2023.

Additionally, ODE is not requiring Essential Skills and Personalized Learning Requirements for the Class of 2021, so juniors will not need to meet those requirements to graduate (the U.S. Department of Education approved Oregon’s statewide assessment and accountability waiver on March 20, 2020 which formally waives statewide summative assessments in English language arts and mathematics in Grades 3-8 & 11 and science in Grades 5, 8, & 11 for the 2019-2020 school year). At this time, there are no changes to the graduation requirements for the Class of 2022 and the Class of 2023.

*[Include any reference to district steps/plans for students in grades 9-11. If applicable, reference the need for policy updates to ensure grading policies allow extended time for credit recovery and grading practices in accordance with guidance.]*

We recognize that a distance learning model does not replace a full-school experience. We must stay focused on the well-being and future of our students as we invest in rapidly building our distance learning capacity and responding to the needs of our students and families.

Thanks to each of you for supporting one another, for embracing uncertainty with grace and patience, and for finding strength in one another. We must remind ourselves that we’re part of a greater community, and that our purpose is to emerge from this with the tools to build a better world.

Please let me know if you have questions or need any additional information about our efforts to support our high school students.

Sincerely,

*[Superintendent Name]*