

## MEMORANDUM

**TO:** CSRC Members, Gayle Peay  
**FROM:** Aza Baylor  
**CC:** Andrea Bogie, Sarah Covington, Hadassah Muthoka, Maya Abner  
**SUBJECT:** Recommendation for Revising the Annual School Performance Report Format  
**DATE:** March 13, 2026

This memo outlines Evident Change’s proposed revision to the Annual Programmatic and Educational Performance Report Format

### CURRENT REPORT

The current annual school reports are comprehensive documents designed to present a broad view of each school’s academic performance, organizational practices, and programmatic outcomes. Depending on the individual school and whether school climate and culture survey results are included in a given reporting cycle, these reports generally exceed 60 pages in length.

- While the depth of information provides a substantial record of school performance, the volume and structure of the reports can present challenges for accessibility, readability, and efficient use by key stakeholders.
- A central feature of the current reports is the inclusion of numerous visual displays, including data tables, charts, and graphs intended to illustrate performance trends over time and across grade levels. Each visual is accompanied by narrative text that explains the findings and provides contextual information to support understanding of the reported outcomes. These narratives often appear directly adjacent to or following individual tables and figures, resulting in repeated explanatory sections throughout the report.

- While this structure ensures that each data point is interpreted in context, it also contributes significantly to report length and may reduce the overall coherence of the document for readers seeking a consolidated understanding of school performance.

Because each school currently receives an individual report structured in this manner, the overall reporting process produces multiple lengthy documents that often contain similar organizational features, repeated explanatory language, and parallel sections across schools. While academically thorough, the present format can make it difficult for stakeholders—including school leadership, governing boards, and external reviewers—to quickly identify key findings, compare schools, or locate the most critical information needed for decision-making.

## RECOMMENDATION

### UNIFIED CITY OF MILWAUKEE CHARTER SCHOOL PROFILE REPORT

It is recommended that the current reporting format be revised through the development of a **Unified Charter School Profile Report**<sup>1</sup> that consolidates all school reports into a single, standardized reporting framework. This revised format would preserve the integrity of the data while improving organization, readability, and strategic usefulness for stakeholders. A consolidated report would support consistency in presentation, facilitate cross-school comparison, and strengthen the overall accessibility of annual performance reporting. Under the proposed structure, each school would be presented within a clearly defined profile section using a common reporting framework across all schools.

- A key element of the recommended revision is repositioning the narrative analysis to the beginning of the report. Rather than embedding explanatory text throughout multiple tables and graphs, the report would begin with a concise analytical narrative that summarizes the CSRC's expectations of monitoring practices and policies.
- This includes explanation of assessment reporting and data integrity; the collection and reporting of attendance, enrollment, retention, teacher workforce stability, local primary measures of academic growth, standardized testing data, multiple year progress, year to year promotion, graduation plans, continuous improvement planning and CSRC scorecards,

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<sup>1</sup> Recommended Unified Charter School Report format is attached for review. The data included in the attached report is derived from the MAS 2024–25 report and has been uniformly applied across all schools as a provisional placeholder pending approval of the final reporting format.

- Tables, charts, and graphs would then serve as supporting evidence for the narrative rather than functioning as isolated sections requiring repeated explanation. This approach would reduce redundancy, improve report efficiency, and strengthen the connection between findings and interpretation.

This front-loaded narrative would provide readers with immediate context before reviewing detailed data displays, allowing stakeholders to understand the school's performance framework prior to engaging with supporting evidence. Placing the interpretive narrative at the outset would also improve the logical flow of the report by establishing a clear analytical lens through which subsequent data can be interpreted. Overall, the recommended revision supports a reporting model that is analytically strong, more accessible to readers, and better aligned with strategic decision-making. From a governance and accountability perspective, a single profile report would make it easier for leadership teams, authorizers, and other stakeholders to review performance across schools within one integrated document.