

**RICHMOND ELEM SCHOOL
ST CHARLES CUSD 303
SAINT CHARLES, ILLINOIS**



**ILLINOIS
SCHOOL
REPORT
CARD**

GRADES : K 1 2 3 4 5

State and federal laws require public school districts to release report cards to the public each year.

STUDENTS

RACIAL/ETHNIC BACKGROUND AND OTHER INFORMATION

	White	Black	Hispanic	Asian/ Pacific Islander	Native American	Multi racial /Ethnic	Low- Income Rate	Limited- English- Proficient Rate	High Sch. Dropout Rate	Chronic Truancy Rate	Mobility Rate	Attendance Rate	Total Enrollment
School	61.3	3.0	27.0	2.8	0.0	6.0	26.8	14.0		0.0	13.8	95.5	400
District	86.6	1.5	6.2	4.3	0.4	1.0	5.5	1.2		0.3	8.0	95.0	13,443
State	55.7	19.9	18.7	3.8	0.2	1.8	40.0	6.6		2.2	16.0	94.0	2,075,277

Low-income students come from families receiving public aid; live in institutions for neglected or delinquent children; are supported in foster homes with public funds; or are eligible to receive free or reduced-price lunches.

Limited-English-proficient students are those students eligible for transitional bilingual programs.

Mobility rate is based on the number of times students enroll in or leave a school during the school year.

Chronic truants are students who are absent from school without valid cause for 18 or more of the last 180 school days.

INSTRUCTIONAL SETTING

PARENTAL CONTACT*

	Percent
School	98.0
District	96.2
State	96.6

STUDENT-TO-STAFF RATIOS

	Pupil- Teacher Elementary	Pupil- Teacher Secondary	Pupil- Certified Staff	Pupil- Administrator
School	--	--	--	--
District	19.8	18.3	13.8	216.8
State	19.1	18.9	13.9	221.9

* Parental contact includes parent-teacher conferences, parental visits to school, school visits to home, telephone conversations, and written correspondence.

AVERAGE CLASS SIZE (as of the first school day in May)

Grades	K	1	2	3	4	5	6	7	8	9 - 12
School	21.3	22.3	22.3	24.0	20.7	27.0				
District	21.3	22.3	21.8	24.5	25.4	25.5				
State	20.9	21.5	21.6	22.1	22.9	23.4				

TIME DEVOTED TO TEACHING CORE SUBJECTS (Minutes Per Day)

Grades	Mathematics			Science			English/Language Arts			Social Science		
	3	6	8	3	6	8	3	6	8	3	6	8
School	50			30			154			30		
District	50			30			154			30		
State	58			31			145			31		

TEACHER INFORMATION (Full-Time Equivalents)

	White	Black	Hispanic	Asian/ Pacific Islander	Native American	Male	Female	Total Number
District	99.4	0.1	0.2	0.2	0.0	23.2	76.8	803
State	84.9	9.2	4.6	1.2	0.2	23.1	76.9	127,010

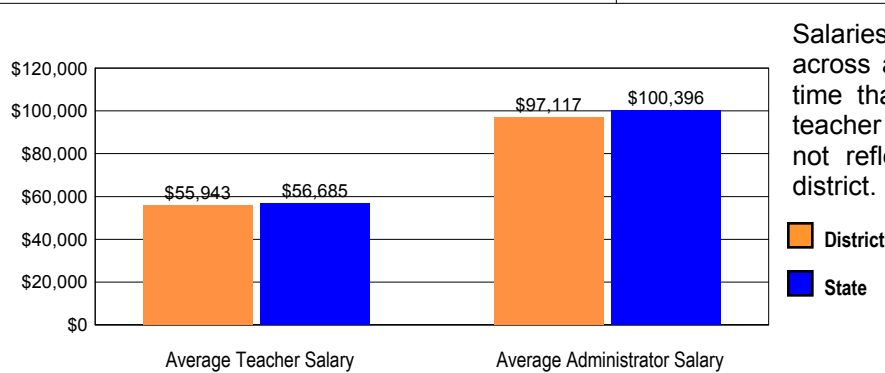
TEACHER INFORMATION (Continued)

	Average Teaching Experience (Years)	% of Teachers with Bachelor's Degrees	% of Teachers with Master's & Above	% of Teachers with Emergency or Provisional Credentials	% of Classes Not Taught by Highly Qualified Teachers
School	--	--	--	0.0	0.0
District	11.1	37.9	62.1	1.0	0.0
State	13.0	49.3	50.6	1.6	1.4

Some teacher/administrator data are not collected at the school level.

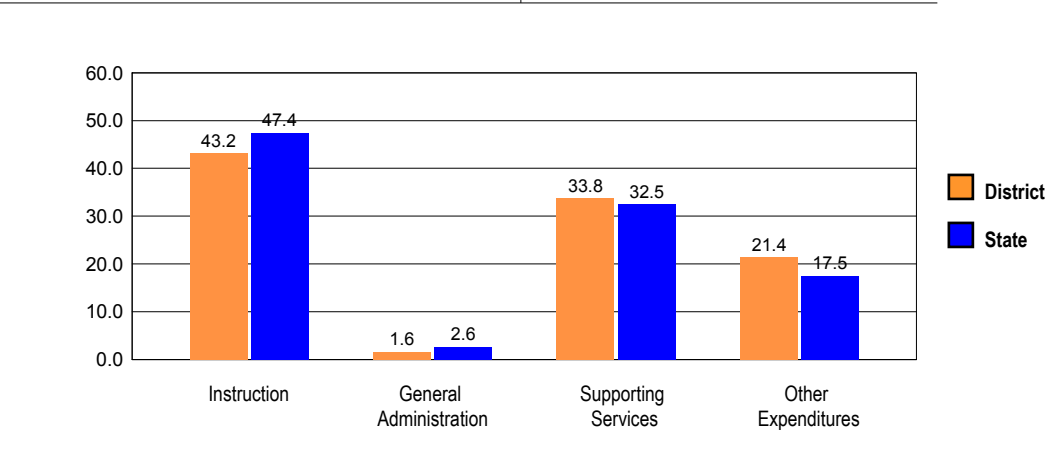
SCHOOL DISTRICT FINANCES

TEACHER/ADMINISTRATOR SALARIES (Full-Time Equivalents)



Salaries and counts of staff are summed across a district based on the percentage of time that each individual is employed as a teacher or an administrator and may or may not reflect the actual paid salaries for the district.

EXPENDITURE BY FUNCTION 2004-05 (Percentages)



REVENUE BY SOURCE 2004-05				EXPENDITURE BY FUND 2004-05			
	District	District %	State %		District	District %	State %
Local Property Taxes	\$102,212,921	83.6	58.2	Education	\$85,845,597	65.9	72.2
Other Local Funding	\$5,833,625	4.8	5.1	Operations & Maintenance	\$14,395,070	11.1	8.4
General State Aid	\$4,492,603	3.7	18.5	Transportation	\$5,343,716	4.1	3.6
Other State Funding	\$7,396,607	6.1	10.1	Bond and Interest	\$13,638,472	10.5	6.6
Federal Funding	\$2,288,217	1.9	8.1	Rent	\$0	0.0	0.0
TOTAL	\$122,223,973			Municipal Retirement/ Social Security	\$2,686,402	2.1	1.7
				Fire Prevention & Safety	\$0	0.0	1.1
				Site & Construction/ Capital Improvement	\$8,329,533	6.4	6.5
				TOTAL	\$130,238,790		

OTHER FINANCIAL INDICATORS				
	2003 Equalized Assessed Valuation per Pupil	2003 Total School Tax Rate per \$100	2004-05 Instructional Expenditure per Pupil	2004-05 Operating Expenditure per Pupil
District	\$199,545	4.17	\$4,716	\$9,258
State	**	**	\$5,366	\$9,099

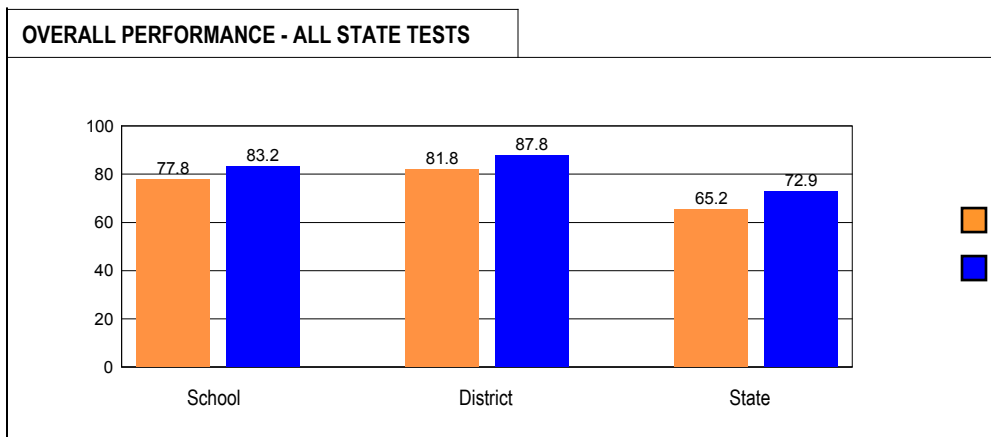
** Due to the way Illinois school districts are configured, state averages for equalized assessed valuation per pupil and total school tax rate per \$100 are not provided.
Equalized assessed valuation includes all computed property values upon which a district's local tax rate is calculated.
Total school tax rate is a district's total tax rate as it appears on local property tax bills.
Instructional expenditure per pupil includes the direct costs of teaching pupils or the interaction between teachers and pupils.
Operating expenditure per pupil includes the gross operating cost of a school district excluding summer school, adult education, bond principal retired, and capital expenditures.

ACADEMIC PERFORMANCE

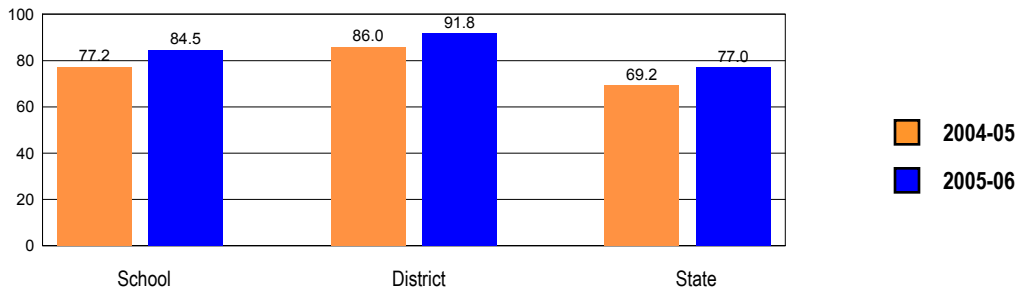
OVERALL STUDENT PERFORMANCE

These charts present the overall percentages of state test scores categorized as meeting or exceeding the Illinois Learning Standards for your school, district, and the state. They represent your school's performance in reading, mathematics and science.

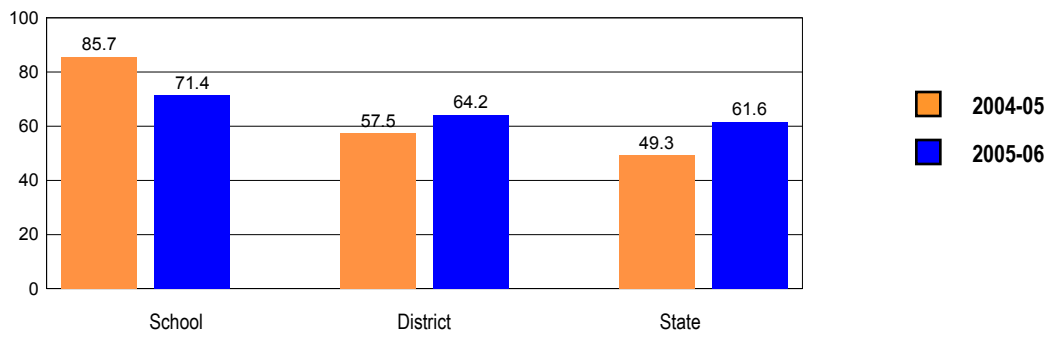
Caution: Data for 2004-05 should not be compared to data for 2005-06 because substantial changes were made to the state test in 2005-06 when testing in reading and mathematics was expanded to include all grades from grade 3 through grade 8. In 2004-05, such testing was limited only to selected grades. Although there were no changes in high school testing, data in high school report cards at the state level (and also at the district level for unit districts) are not comparable between the two years because of changes in elementary school testing mentioned above.



OVERALL ILLINOIS STANDARDS ACHIEVEMENT TEST (ISAT) PERFORMANCE

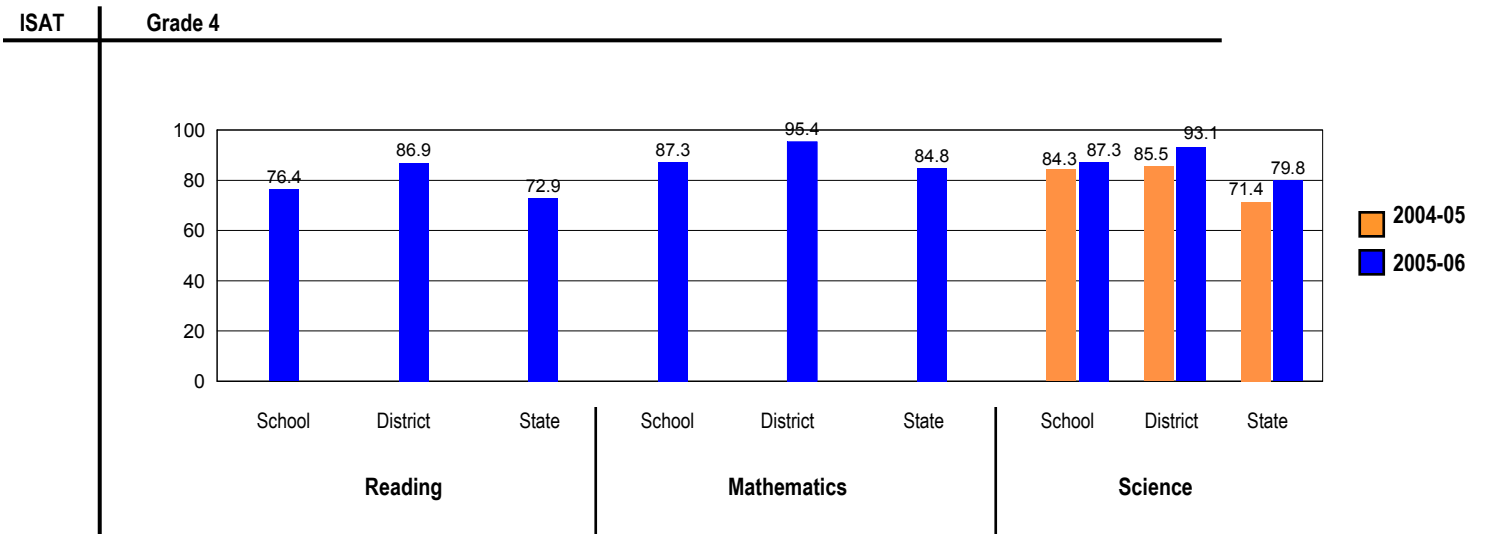
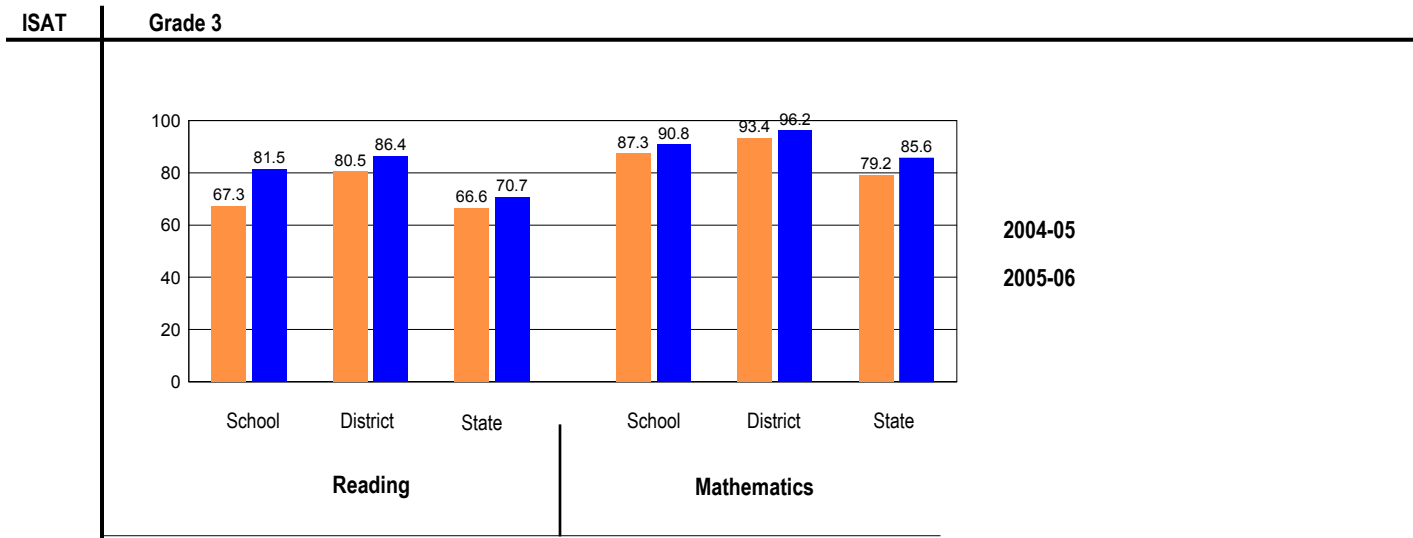


OVERALL ILLINOIS MEASURE OF ANNUAL GROWTH IN ENGLISH (IMAGE) PERFORMANCE



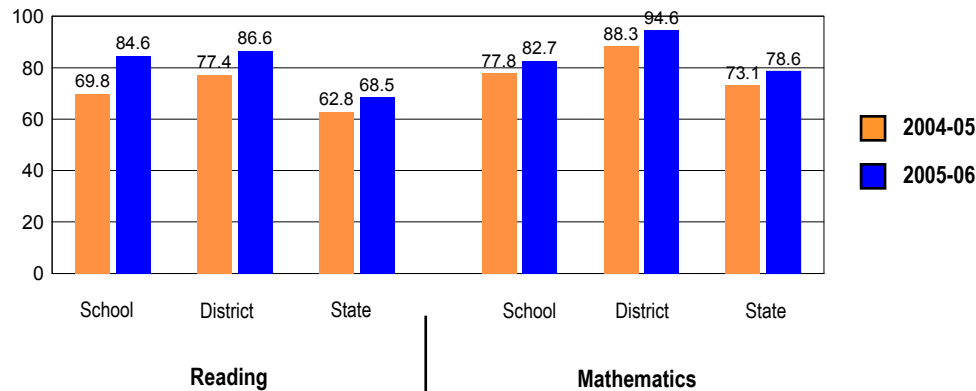
ISAT PERFORMANCE

These charts provide information on attainment of the Illinois Learning Standards. They show the percents of student scores meeting or exceeding Standards for the grades and subjects tested on ISAT. Data for 2004-05 in reading and mathematics for grades 4, 6, and 7 are not available because testing in these subjects for these grades began in 2005-06.



ISAT

Grade 5



PERFORMANCE ON STATE ASSESSMENTS

Federal law requires that student achievement results for reading, mathematics and science for schools providing Title I services be reported to the general public.

The Illinois Standards Achievement Test (ISAT) is administered to students in grades 3 through 8. The Prairie State Achievement Examination (PSAE) is administered to students in grade 11. The Illinois Measure of Annual Growth in English (IMAGE) is administered to limited-English-proficient students. The Illinois Alternate Assessment (IAA) is administered to students with disabilities whose Individualized Education Programs (IEPs) indicate that participation in the ISAT or PSAE would not be appropriate.

Students with disabilities have an IEP (No Child Left Behind Act). An IEP is a written plan for a child with a disability who is eligible to receive special education services under the Individuals with Disabilities Education Act.

Schools with grade 2 as the highest grade in the school use a state-adopted test in reading and mathematics to meet this requirement.

In order to protect students' identities, test data for groups of fewer than ten students are not reported.

PERCENTAGE OF STUDENTS NOT TESTED IN STATE TESTING PROGRAMS

		Gender			Racial/Ethnic Background						LEP	Migrant	Students with Disabilities	Economically Disadvantaged
		All	Male	Female	White	Black	Hispanic	Asian/Pacific Islander	Native American	Multi racial /Ethnic				
School	*Enrollment	194	98	96	124	10	42	8		10	23		37	59
	Reading Mathematics	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0			0.00 0.00	0.0 0.0		0.0 0.0	0.0 0.0
District	*Enrollment	7,400	3,816	3,584	6,404	102	444	329	36	70	118	0	1,014	436
	Reading Mathematics	0.1 0.1	0.1 0.1	0.1 0.1	0.1 0.1	0.0 0.0	0.5 0.5	0.0 0.0	0.0 0.0	0.0 0.0	0.0 0.0		0.8 0.8	0.0 0.0
State	*Enrollment	1,098,045	561,165	536,855	610,423	220,763	201,615	41,305	2,480	19,623	67,463	368	160,118	461,218
	Reading Mathematics	0.5 0.5	0.5 0.5	0.4 0.4	0.3 0.3	1.3 1.3	0.7 0.7	0.5 0.5	0.6 0.6	0.4 0.4	0.4 0.4	1.9 1.9	0.9 0.9	1.0 1.0

* Enrollment as reported during the testing windows.

ILLINOIS STANDARDS ACHIEVEMENT TEST (ISAT)

The following tables show the percentages of student scores in each of four performance levels. These levels were established with the help of Illinois educators who teach the grade levels and learning areas tested. Due to rounding, the sum of the percentages in the four performance levels may not always equal 100.

- Level 1 -- Academic Warning - Student work demonstrates limited knowledge and skills in the subject. Because of major gaps in learning, students apply knowledge and skills ineffectively.
- Level 2 -- Below Standards - Student work demonstrates basic knowledge and skills in the subject. However, because of gaps in learning, students apply knowledge and skills in limited ways.
- Level 3 -- Meets Standards - Student work demonstrates proficient knowledge and skills in the subject. Students effectively apply knowledge and skills to solve problems.
- Level 4 -- Exceeds Standards - Student work demonstrates advanced knowledge and skills in the subject. Students creatively apply knowledge and skills to solve problems and evaluate the results.

Grade 3**Grade 3 - All**

Levels	Reading				Mathematics			
	1	2	3	4	1	2	3	4
School	4.6	13.8	43.1	38.5	0.0	9.2	36.9	53.8
District	1.3	12.3	49.9	36.5	0.7	3.1	37.6	58.6
State	5.7	23.6	47.3	23.4	3.9	10.5	47.1	38.5

Grade 3 - Gender

Levels	Reading				Mathematics				
	1	2	3	4	1	2	3	4	
Male	School	3.2	9.7	48.4	38.7	0.0	3.2	25.8	71.0
	District	1.6	14.0	55.8	28.6	0.6	3.4	34.2	61.8
	State	7.3	26.1	46.5	20.0	4.5	10.4	45.2	39.8
Female	School	5.9	17.6	38.2	38.2	0.0	14.7	47.1	38.2
	District	1.0	10.5	43.8	44.6	0.8	2.8	41.0	55.4
	State	3.9	21.0	48.2	26.9	3.1	10.6	49.2	37.1

Grade 3 - Racial/Ethnic Background

Levels		Reading				Mathematics			
		1	2	3	4	1	2	3	4
White	School	4.7	9.3	41.9	44.2	0.0	4.7	34.9	60.5
	District	1.2	10.9	49.0	38.9	0.4	2.8	37.1	59.8
	State	3.0	16.6	49.3	31.1	1.4	5.5	44.4	48.7
Black	School								
	District	4.5	27.3	50.0	18.2	4.5	13.6	50.0	31.8
	State	12.8	38.9	40.1	8.3	10.5	22.8	50.9	15.8
Hispanic	School	0.0	27.3	45.5	27.3	0.0	9.1	54.5	36.4
	District	2.0	26.5	46.9	24.5	2.0	6.1	49.0	42.9
	State	6.3	31.4	50.7	11.5	3.7	13.5	56.6	26.1
Asian/Pacific Islander	School								
	District	2.0	11.8	62.7	23.5	2.0	0.0	35.3	62.7
	State	1.2	11.6	50.2	37.0	0.8	2.9	32.7	63.7
Native American	School								
	District								
	State	5.3	20.5	50.3	23.8	3.0	10.7	48.7	37.7
Multiracial/Ethnic	School								
	District	0.0	21.4	71.4	7.1	0.0	7.1	21.4	71.4
	State	6.4	25.3	47.4	20.9	3.9	11.8	50.3	34.1

Grade 3 - Students with Disabilities

Levels		Reading				Mathematics			
		1	2	3	4	1	2	3	4
IEP	School	23.1	38.5	23.1	15.4	0.0	30.8	61.5	7.7
	District	6.8	38.4	40.4	14.4	3.5	14.7	48.3	33.6
	State	20.8	39.4	30.6	9.2	12.6	20.7	47.5	19.3
Non-IEP	School	0.0	7.7	48.1	44.2	0.0	3.8	30.8	65.4
	District	0.4	7.8	51.5	40.3	0.2	1.2	35.8	62.8
	State	3.2	21.0	50.1	25.7	2.4	8.9	47.1	41.6

Grade 3 - Economically Disadvantaged

Levels		Reading				Mathematics			
		1	2	3	4	1	2	3	4
Free/Reduced Price Lunch	School	7.1	28.6	42.9	21.4	0.0	28.6	50.0	21.4
	District	1.9	26.9	55.8	15.4	1.9	13.5	53.8	30.8
	State	10.2	35.5	44.3	9.9	7.4	18.3	53.5	20.8
Not Eligible	School	3.9	9.8	43.1	43.1	0.0	3.9	33.3	62.7
	District	1.3	11.5	49.6	37.7	0.6	2.5	36.7	60.2
	State	2.4	15.2	49.5	32.9	1.3	5.0	42.7	51.0

Grade 4**Grade 4 - All**

Levels	Reading				Mathematics				Science			
	1	2	3	4	1	2	3	4	1	2	3	4
School	1.8	21.8	45.5	30.9	3.6	9.1	56.4	30.9	0.0	12.7	74.5	12.7
District	0.6	12.5	45.6	41.4	1.0	3.6	51.4	44.0	1.0	5.9	76.1	17.1
State	1.6	25.5	46.6	26.3	1.6	13.6	58.7	26.1	2.8	17.4	64.5	15.4

Grade 4 - Gender

Levels	Reading				Mathematics				Science				
	1	2	3	4	1	2	3	4	1	2	3	4	
Male	School	0.0	28.6	42.9	28.6	3.6	14.3	57.1	25.0	0.0	17.9	71.4	10.7
	District	0.4	15.5	47.5	36.7	0.7	3.8	50.5	45.0	1.1	6.4	74.7	17.8
	State	2.2	29.5	46.2	22.1	1.9	14.0	57.1	27.0	3.2	17.4	62.2	17.2
Female	School	3.7	14.8	48.1	33.3	3.7	3.7	55.6	37.0	0.0	7.4	77.8	14.8
	District	0.8	9.2	43.5	46.5	1.2	3.4	52.4	42.9	0.8	5.4	77.6	16.2
	State	0.9	21.3	47.0	30.8	1.2	13.3	60.4	25.2	2.4	17.4	66.8	13.5

Grade 4 - Racial/Ethnic Background

Levels	Reading				Mathematics				Science				
	1	2	3	4	1	2	3	4	1	2	3	4	
White	School	0.0	17.5	42.5	40.0	2.5	10.0	47.5	40.0	0.0	10.0	75.0	15.0
	District	0.4	11.9	44.2	43.4	0.8	3.6	50.4	45.3	1.0	5.7	74.9	18.4
	State	0.8	17.4	47.5	34.3	0.6	7.3	58.3	33.8	0.7	8.4	68.9	21.9
Black	School	7.1	35.7	35.7	21.4	7.1	14.3	57.1	21.4	7.1	28.6	64.3	0.0
	District	3.8	46.3	40.9	9.1	4.5	31.1	56.4	8.0	8.8	40.0	48.8	2.5
	State												
Hispanic	School	2.0	17.6	54.9	25.5	3.9	3.9	66.7	25.5	0.0	7.8	86.3	5.9
	District	1.6	30.3	51.6	16.5	1.3	15.2	67.1	16.4	2.6	22.6	69.1	5.8
	State												
Asian/Pacific Islander	School												
	District	0.0	6.7	62.2	31.1	0.0	2.2	40.0	57.8	0.0	2.2	88.9	8.9
	State	0.3	11.4	45.8	42.5	0.3	3.9	44.7	51.1	0.7	6.9	65.7	26.7
Native American	School												
	District												
	State	0.9	20.4	48.9	29.7	0.6	10.0	60.0	29.4	1.2	9.7	69.9	19.1
Multiracial/Ethnic	School												
	District	0.0	15.4	61.5	23.1	0.0				0.0	0.0	84.6	15.4
	State	1.5	25.2	48.0	25.4	1.2	13.3	62.8	22.8	1.8	16.4	68.3	13.5

Grade 4 - Students with Disabilities

Levels	Reading				Mathematics				Science				
	1	2	3	4	1	2	3	4	1	2	3	4	
IEP	School	10.0	60.0	30.0	0.0	20.0	30.0	40.0	10.0	0.0	50.0	50.0	0.0
	District	3.6	37.1	41.9	17.4	6.1	14.6	59.1	20.1	5.4	14.4	73.1	7.2
	State	7.5	52.8	30.6	9.1	6.9	31.1	51.9	10.1	8.1	29.1	55.5	7.2
Non-IEP	School	0.0	13.3	48.9	37.8	0.0	4.4	60.0	35.6	0.0	4.4	80.0	15.6
	District	0.0	7.8	46.3	45.9	0.0	1.6	49.9	48.5	0.1	4.3	76.6	18.9
	State	0.6	20.9	49.3	29.3	0.7	10.7	59.9	28.8	1.9	15.4	66.0	16.8

Grade 4 - Economically Disadvantaged

Levels	Reading				Mathematics				Science				
	1	2	3	4	1	2	3	4	1	2	3	4	
Free/Reduced Price Lunch	School	5.0	45.0	40.0	10.0	10.0	20.0	50.0	20.0	0.0	30.0	65.0	5.0
	District	1.6	31.1	44.3	23.0	5.0	13.3	56.7	25.0	0.0	16.4	75.4	8.2
	State	2.8	39.2	45.6	12.4	3.0	23.5	61.7	11.9	5.6	30.3	59.4	4.8
Not Eligible	School	0.0	8.6	48.6	42.9	0.0	2.9	60.0	37.1	0.0	2.9	80.0	17.1
	District	0.5	11.3	45.6	42.5	0.7	3.0	51.1	45.2	1.0	5.3	76.1	17.6
	State	0.7	15.8	47.3	36.2	0.6	6.6	56.6	36.2	0.8	8.3	68.1	22.9

Grade 5**Grade 5 - All**

Levels	Reading				Mathematics			
	1	2	3	4	1	2	3	4
School	1.9	13.5	36.5	48.1	0.0	17.3	53.8	28.8
District	0.5	12.9	47.9	38.7	0.1	5.3	64.7	29.9
State	1.2	30.4	46.5	22.0	0.6	20.8	64.0	14.6

Grade 5 - Gender

Levels	Reading				Mathematics				
	1	2	3	4	1	2	3	4	
Male	School	0.0	15.4	38.5	46.2	0.0	15.4	57.7	26.9
	District	0.6	16.0	49.2	34.3	0.2	5.4	63.7	30.7
	State	1.6	33.7	45.6	19.1	0.8	21.0	62.4	15.8
Female	School	3.8	11.5	34.6	50.0	0.0	19.2	50.0	30.8
	District	0.4	9.5	46.4	43.7	0.0	5.3	65.8	28.9
	State	0.7	26.9	47.4	25.0	0.4	20.6	65.6	13.4

Grade 5 - Racial/Ethnic Background

Levels	Reading				Mathematics				
	1	2	3	4	1	2	3	4	
White	School	2.5	5.0	37.5	55.0	0.0	10.0	52.5	37.5
	District	0.4	11.0	48.3	40.3	0.1	4.4	64.0	31.5
	State	0.6	20.3	49.6	29.6	0.3	11.6	68.3	19.8
Black	School								
	District	0.0	50.0	41.7	8.3	0.0	25.0	66.7	8.3
	State	2.8	55.0	35.6	6.6	1.8	45.7	49.6	2.8
Hispanic	School								
	District	0.0	30.0	50.0	20.0	0.0	14.0	76.0	10.0
	State	1.3	37.0	49.7	12.0	0.4	22.9	69.7	7.0
Asian/Pacific Islander	School								
	District	2.3	14.0	48.8	34.9	0.0	7.0	60.5	32.6
	State	0.2	13.9	48.3	37.6	0.2	6.2	57.1	36.5
Native American	School								
	District								
	State	0.8	25.3	50.1	23.7	0.6	16.7	64.1	18.7
Multiracial/Ethnic	School								
	District	0.0	26.7	26.7	46.7	0.0	13.3	73.3	13.3
	State	0.8	29.2	48.9	21.1	0.3	20.3	66.7	12.7

Grade 5 - Students with Disabilities

Levels	Reading				Mathematics				
	1	2	3	4	1	2	3	4	
IEP	School	7.1	35.7	50.0	7.1	0.0	50.0	42.9	7.1
	District	3.0	41.2	42.4	13.3	0.6	21.2	69.1	9.1
	State	6.2	62.9	25.5	5.4	3.1	46.6	46.3	4.1
Non-IEP	School	0.0	5.3	31.6	63.2	0.0	5.3	57.9	36.8
	District	0.0	7.4	48.9	43.6	0.0	2.2	63.8	33.9
	State	0.3	25.0	49.9	24.7	0.2	16.6	66.9	16.4

2006 ADEQUATE YEARLY PROGRESS (AYP) Status Report

Is this school making Adequate Yearly Progress (AYP)?	Yes	Has this school been identified for School Improvement according to the AYP specifications of the federal No Child Left Behind Act?	No
Is this school making AYP in Reading?	Yes	2006-07 Federal Improvement Status	
Is this school making AYP in Mathematics?	Yes	2006-07 State Improvement Status	

	Percent Tested on State Tests				Percent Meeting/Exceeding Standards *						Other Indicators			
	Reading		Mathematics		Reading			Mathematics			Attendance Rate		Graduation Rate	
	%	Met AYP	%	Met AYP	%	Safe Harbor Target **	Met AYP	%	Safe Harbor Target **	Met AYP	%	Met AYP	%	Met AYP
State AYP Minimum Target	95.0		95.0		47.5			47.5			89.0		69.0	
All	100.0	Yes	100.0	Yes	81.8		Yes	87.6		Yes	95.5	Yes		
White	100.0	Yes	100.0	Yes	88.4		Yes	93.8		Yes				
Black														
Hispanic														
Asian/Pacific Islander														
Native American														
Multiracial /Ethnic														
LEP														
Students with Disabilities														
Economically Disadvantaged	100.0	Yes	100.0	Yes	62.5		Yes	68.8		Yes				

The four conditions for making Adequate Yearly Progress (AYP) are:

1. At least 95% tested in reading and mathematics for every student group. If the current year participation rate is less than 95%, this condition may be met if the average of the current and preceding year rates is at least 95%, or if the average of the current and two preceding years is at least 95%. Only actual participation rates are printed. If the participation rate printed is less than 95% and yet this school makes AYP, it means that the 95% condition was met by averaging.
2. At least 47.5% meeting/exceeding standards in reading and mathematics for every group. For any group with less than 47.5% meeting/exceeding standards, a 95% confidence interval was applied. Subgroups may meet this condition through Safe Harbor provisions. ***
3. For schools not making AYP solely because the IEP group fails to have 47.5% meeting/exceeding standards, 14% may be added to this variable in accordance with the federal 2% flexibility provision.
4. At least 89% attendance rate for non-high schools and at least 69% graduation rate for high schools.

* Includes only students enrolled as of 5/01/2005.

** Safe Harbor Targets of 47.5% or above are not printed.

*** Subgroups with fewer than 45 students are not reported. Safe Harbor only applies to subgroups of 45 or more. In order for Safe Harbor to apply, a subgroup must decrease by 10% the percentage of scores that did not meet state standards from the previous year plus meet the other indicators (attendance rate for non-high schools and graduation rate for high schools) for the subgroup. For subgroups that do not meet their Safe Harbor Targets, a 75% confidence interval is applied. Safe Harbor allows schools an alternate method to meet subgroup minimum targets on achievement.

PLANNED IMPROVEMENT FOR THE SCHOOL AND DISTRICT

This is the final section of the school report card in which your school and district provide information below on areas of success and areas for planned improvement based on your school's improvement plan.

(For report cards disseminated electronically, this information may be provided in a separate document due to differences in the software used. If you are unable to locate this document, please contact your local school or district office.)