

Reporting Information

Reporting Procedures

- a. The report card (computerized electronic format). No letter grades for K-3. Use N/A if not taught.
- b. A student self-assessment (TCSA provides copies of the form. Inclusion of this is at the principal's discretion.)
- c. The student portfolio: samples of the student's writing, samples of what the student can read and additional showpieces
- d. The home visit.
- e. Total honesty with parents about their child's progress, level of work and the difference between promotion and placement at the end of the year. (*Placement is when a child is being moved up a grade, but is not working at that grade level.*)
- f. Inserts - only if you need more room for comments.
- g. Students cannot (Board policy) be kept back more than once in grades 1-7. Consider Individual Education Plans or Modified programs.

Report Card NOTES:

- a. Add to every report card in the Language Arts area the following: "This reading mark is based on the grade _____level."
- b. Add to every report card in the Mathematics area: "This math mark is based on the grade ____level."
- c. Add to every report card: Homework completed: ____ days

Attendance

Attendance must be written on the report card, even if when the Mac School report is attached. Report Cards are official documents kept in the Cumulative file and should be completed in full each year.

Student Record Folder

- a. All of the above documents are filed in this Folder each year.
- b. Teachers are responsible for ensuring that the information on the Folder is completed accurately.

At all times, the parents/guardians of the child must be fully informed about the progress of their child. Parents should be made to understand the value of the child retaining his/her Thich language as well.

Tips for Writing Report Cards

- What you write can never be erased. Make sure that you write honestly and can justify your statements (student work samples, test marks, projects)
- Make comments short and to the point.
- Personalize the comments appropriately. Don't just list the topics covered in the term; indicate individual student progress. A parent will want to know why their child was given the grade, not just the term's content.
- Avoid teacher jargon.
- Balance academic comments with behavioral comments.
- Be positive and encouraging. You want to give credit and you want your students to grow in self-esteem. Start the comment with something the child can do well.
- Tell the truth. Be honest about the level at which the student is working. If there are areas of weakness, parents need to know of them. There should be no surprises on the year-end report card.
- There is something wonderful in every child. If there is improvement to be noted, phrase it with the tone of improvements to be made.
- Ask for a conference even if it just to read over the report together. An intended tone does not always transfer once on paper. Often parents will have questions and comments that are expressed only in person.
- End the comment with some at-home suggestions that might improve learning. Parents need to know that there are things that can be done at home.
- Write well. Reread your work. Have a colleague proofread your comments.
- Make sure your comments are helpful not harmful.
- Try to capture a true picture of the child's progress.
- Be cautious when you write on a report card. Even if you believe a child doesn't care, they do, and your words remain with them long after you have forgotten what you wrote.

Some report card ideas:

<http://www.teachnet.com/how-to/endofyear/personalcomments061400.html>

<http://www.teachersnetwork.org/ntol/howto/align/reportsam/>