



## **ADMINISTRATIVE PROCEDURES MEMORANDUM**

**APC004**

### **Procedure – Elementary School Report Card Distribution and Scheduling Parent Communication**

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**MEMO TO:** Principals; Vice Principals; Planning and Priorities

**FROM:** Director of Education

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#### **PURPOSE**

The Provincial Report Card will report student achievement of grade level expectations as outlined in the *Ontario Curriculum*. The procedure, as outlined below, is based on our Board's philosophy of authentic assessment and on the current guidelines for the Provincial Report Card. This procedure will remain in effect pending Board review of a forthcoming provincial policy on assessment and evaluation.

#### **REFERENCES**

Sharing Our Journey – "Our Assessment" – page 25

*Guide to the Provincial Report Card Grades 1-8 (p.2)*

The Provincial Report Card is only one among several means used by teachers for reporting student achievement to parents. Communication with parents about their child's progress is intended to be continuous throughout the year and should include, in addition to the report card, such things as parent-student-teacher conferences, interviews, phone calls, informal reports, samples of student work, and so on.

#### **COMMENTS AND GUIDELINES**

##### 1) Scheduling

Schools will use the Provincial Report Card for formal written reports to parents three times a year. The distribution of the Provincial Report Card and the scheduling of parent communication / interviews / conferences will take place within the following time frames:

Report 1 by the second week in December  
Report 2 by the end of March  
Report 3 by the end of June

Report cards will be distributed on the same day across the system. Specific distribution dates will be communicated through Program Services at the start of each school year.

## 2) Parent Communication

The evaluation and reporting of student learning is viewed as a process requiring ongoing communication between the school and the home. A variety of means of communication are available to the school including, written communication, telephone interviews, personal interviews or conferences and the formal report card. It is critical that the report card be supplemented by the various other communication strategies.

- a) Parent communication should occur for all students in conjunction with the distribution of the first Provincial Report Card distributed by December. Page 1 of 2
- b) In cases where students are experiencing difficulty in achieving grade level expectations and “promotion at risk” will be designated on the Provincial Report Card, contact is to be made with parents prior to the issuing of the report.
- c) It is expected that parent communication will be initiated by the school for those students who have experienced difficulty in conjunction with the issuing of the second Provincial Report Card at the end of March.
- d) Prior to the issuing of the Provincial Report Card by the end of June, schools are expected to initiate parent communication for those students where explanations, added information and student placement and programming make it appropriate.
- e) Effective schools research emphasizes the importance of communication with the home and school. The following understandings will enhance this communication:
  - i) Parents should be encouraged to initiate communication with respect to the progress of their children whenever they feel it is necessary and appropriate.
  - ii) Personal interviews / conferences can be scheduled over a period of time rather than attempting to fit them all into one set date. For example, scheduling a few interviews each week over a period of several weeks can be an effective approach.
  - iii) Students should be encouraged to take an active part in the interview / conference process whenever possible and appropriate.

## 3. Completing the Provincial Report Card

When completing and distributing the Provincial Report Card the following points should be noted:

- a) The Provincial Report Card will be completed electronically. Schools are responsible for the copying and printing of the reports.
- b) The Provincial Report Card reports achievement of the learning expectations addressed for the term only. Attendance / lates are recorded for both the term and the year to date on each term report.

- c) The Response Form (page 3 of the Provincial Report Card) must be signed and returned by the parent each term. Parents and students should be actively encouraged to comment on student achievement, goals and home support on the Response Form. Page 3 is to be attached to the Provincial Report Card and filed in the student's OSR each term.

Schools should refer to the *Guide to the Provincial Report Card Grades 1-8* and to complementary board resources for more detailed guidelines about completing the Provincial Report Card.