



Report Cards

The purpose of a report card is to inform a child's parents of his or her academic progress during the school year. Many parents consider it the MOST important document that they receive from the school. As a result, the report card's content often affects how parents form their opinion of the school's concern for their child. Thus, it is imperative that the quarterly report card accurately reflects a student's performance. Parents of students receiving grades of D or F should be aware of progress prior to receiving the report card.

Report Card Completion

Report Cards are currently created through eSIS. Building technology specialists, TCISs, will assist teachers with developing report cards.

Although each individual school may have certain procedures set for the review of report cards, consider using a peer reviewer to allow a 'second pair' of eyes to look at report cards.

Report Card Comments

Although grades provide parents with student progress for a specific subject matter, it is the conferences, conversations, and particularly comments on report cards that parents look to for information and guidance regarding their child's education.

Comments should convey a synopsis of a student's performance in all areas. Comments should be provided: for all content areas, but especially if a student is struggling in a certain area or skill; if there are Ns and Us in the Citizenship Education and Work/Study Skills sections of the report card; and if there are special circumstances/accommodations that may affect student learning.

Though report cards are very important to parents, they are just as important to a receiving teacher. A report card is sometimes the only 'record' of a student's performance that a receiving teacher might see. A general rule of thumb is to write comments that you as a teacher would want to read as a receiving teacher.

There are several books available that provide numerous examples of comments. However, free guidance on writing comments can be provided by experienced teachers and administrators in your building.