

<p><b>PROGRESS REPORT</b></p> <p>At or Before:</p> <ul style="list-style-type: none"> <li>• Mid-Year</li> <li>• Mid-Semester</li> </ul>	<p><b>When Printing Progress Reports in Aspen, select: Single-Term K-9 Report Card Template</b></p> <p><b>Behaviours for Success Box includes:</b></p> <p><input checked="" type="checkbox"/> Behaviours for Success by Homeroom Teacher</p> <p><b>Subject Area Boxes include:</b></p> <p><input checked="" type="checkbox"/> Reporting Standards, with Proficiency Indicators (for all subject areas)</p> <p><input checked="" type="checkbox"/> Personalized comments that follow the Comment Framework (Not necessarily for every subject area)</p> <p><b>Student Self-Assessment of Core Competencies</b></p> <p><input checked="" type="checkbox"/> Explain to parents where to find it</p>
<p><b>FINAL REPORT</b></p> <ul style="list-style-type: none"> <li>• End of Year</li> <li>• End of Semester</li> <li>• Upon Withdrawal/ Transfer</li> </ul>	<p><b>When Printing Final Reports in Aspen, select: Single-Term K-9 Report Card Template</b></p> <p><b>Behaviours for Success Box includes:</b></p> <p><input checked="" type="checkbox"/> Behaviours for Success by Homeroom Teacher</p> <p><input checked="" type="checkbox"/> Promotional Statement</p> <p><input checked="" type="checkbox"/> Include Overall Proficiency Indicator for all subject areas (enter in Term AND Final Columns in Aspen)</p> <p><b>Subject Area Boxes include:</b></p> <p><input checked="" type="checkbox"/> Reporting Standards, with Proficiency Indicators (for all subject areas)</p> <p><input checked="" type="checkbox"/> Personalized comments that follow the Comment Framework (Not necessarily for every subject area)</p> <p><b>Student Self-Assessment of Core Competencies</b></p> <p><input checked="" type="checkbox"/> Explain to parents where to find it</p>

## COMMUNICATION WITH PARENTS

ALL COURSES/ALL GRADES MUST HAVE	WHEN?
<ul style="list-style-type: none"> <li>• Written Progress Report</li> </ul>	At or before Mid-Year or Mid-Semester
<ul style="list-style-type: none"> <li>• Written Final Summative Report</li> </ul>	Year or Semester End
<ul style="list-style-type: none"> <li>• In-Person Conference</li> </ul>	School Choice

## AND INFORMAL COMMUNICATION

**FULL YEAR COURSES: at least 3 informal communications**

**SEMESTER COURSES: at least 1 informal communication**

Examples: Email, In-person meeting, Phone call, Portfolio, Other

# 8-9

## Communicating Student Learning in Aspen

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