



WRIGHT ELEMENTARY SCHOOL DISTRICT

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To: All Staff
From: Adam Schaible
Re: Report Cards
Date: 2/26/21

Below is the plan for Second Trimester Report Cards.

- February 22nd - Kristin delivers pre-stamped envelopes to the sites (**Max 5 pages**)
- (Week of) March 1st - Office staff prints address labels
- no weekly progress reports this week
- March 3rd - District Wide “Report Card Day.” Teachers will host a brief check in between 8:30-9:00 after which students will continue with “asynchronous” learning.
- March 5th - SpEd grades/comments due to case manger/classroom teacher
- March 11th - Deadline for teachers to print and stuff envelopes
- no weekly progress reports this week
- March 12th - Teachers deliver report cards to site offices by 2PM on March 12th for mailing.

Additional FAQs:

Who should receive a retention letter?

This year, we are only sending letters to students who we are considering retaining. The letter does not need to be sent home to all students at risk of not meeting standards.

Do we need to have a conference?

All students who receive a letter need to have a conference, since all students who receive a letter are at risk of retention.

What will we do about student “Promotion/Retention” documents? Do we need to fill them out and have them signed?

Yes, we will still send home the “Retention” documentation and we do need them signed. A hard copy should be sent home following the conference. Parents can return the signed document at



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the next drop off, by printing out, or taking a photo of the signed copy.

[*At Risk of Retention \(English\)*](#)

[*At Risk of Retention \(Spanish\)*](#)

What will we do about assessment?

- *2nd - 8th grade teachers should administer STAR 360 by the end of Trimester 2*
- *Reading teachers administer DIBELS for students in 3rd grade who are either strategic or intensive in DIBELS or all 3rd graders if there is time.*
- *Reading teachers will administer DIBELS for all first and second grade students*

Can we add something to the report card key regarding items that we haven't seen evidence for due to Distance Learning? Along the lines of NA?

Yes, NA can be marked for items that are not observable on Zoom. Information about the use of NA will be included in a letter to parents that will go home with the report card. NA can also be used for subjects other than math and ELA which have not been taught as they normally would due to distance learning. NA can also be marked as the grade for homework.

What about feedback/reports from support teachers?

Support staff should submit any documents or information to be included in the report card to classroom teachers by March 5.

What should we grade on? Do we have enough data to assign grades, especially in the lower grades?

Please use your professional judgement to determine grades. While our current conditions are far less than ideal, we need to use what we have - individual testing, observation of reading groups, Dibels, etc.

What do we write for days tardy?

Mark NA, and include information about partial day attendance in the comments.

On the Aries report card, the comments on a 1, a 1-, and a 1+ all say the same thing.

Details regarding what the + and - mean should go in the comments section.