



Each school shall report on a regular basis the progress of each of its students to the student's parents/guardians, or to the student if he or she is an adult, subject to the guidelines in this administrative procedure.

1. General Guidelines

- 1.1. At the start of each school year and when new students are enrolled in the school, each school shall clearly identify its expectation about reporting student progress and communicate this to parents/guardians or to students, if they are adults.
- 1.2. Schools shall issue formal reports for each student in accordance with the schedule outlined in this procedure.
- 1.3. At the time of a student's retirement from a school or transfer to another school, each student shall be issued a formal report by the school, if the student has been enrolled in the school for more than six weeks.
- 1.4. If appropriate, a student's Individual Education Plan (IEP), a summary or an excerpt of such plan, may be attached to the report card.
- 1.5. A copy of all formal report forms pertaining to a student shall be filed in the student's Ontario School Record file.
- 1.6. Schools shall encourage ongoing communications on student progress with parents, guardians and students through such strategies as phone calls, conferences, notes in student agendas, secure electronic communication as approved by the board, and sending home samples of student work.
- 1.7. To promote good communication on student progress, a conference may be scheduled at any time during the school year at the request of the parent/guardian, the student, if the student is an adult, or the teacher or principal.



- 1.8. Parents/guardians shall be encouraged to bring their child who is of minor age to such conference.
- 1.9. If a record of the conference is made, it shall be filed in the Ontario Student Record file and a copy of such report will be made available to the parent/ guardian, or to the student, if the student is an adult.

2. Reporting Student Progress – Elementary Schools

- 2.1. For each student in Kindergarten, schools shall issue a completed Kindergarten Communication of Learning: Initial Observations and a completed Kindergarten Communication of Learning prescribed by the Ministry of Education and Training as set out in Growing Success, The Kindergarten Addendum - Assessment, Evaluation and Reporting in Ontario Schools, 2016.
- 2.2. Schools shall issue a completed Kindergarten Communication of Learning: Initial Observations between October 20 and November 20 of the school year, as appropriate.
- 2.3. Schools shall issue a completed Kindergarten Communication of Learning twice per year: between January 20 and February 20 of the school year, and before the last day of classes in June of the school year, as appropriate.
- 2.4. For each student in Grade 1 to Grade 8, schools shall issue a completed Elementary Progress Report Card and an Elementary Provincial Report Card prescribed by the Ministry of Education and Training as set out in Growing Success – Assessment, Evaluation and Reporting in Ontario Schools, 2010.
- 2.5. Schools shall issue a completed Elementary Progress Report Card between October 20 and November 20 of the school year, as appropriate.
- 2.6. Schools shall issue a completed Elementary Provincial Report Card twice per year: between January 20 and February 20 of the school year, and before the last day of classes in June of the school year, as appropriate.



3. Reporting Student Progress – Secondary Schools

- 3.1. For each student in a secondary school, a school shall generate on the Provincial Report Card specified by the Ministry of Education and Training a report on student progress at least twice per semester.
- 3.2. At least once each semester, all parents shall be invited to have a conference with the teachers of their child of minor age.

Legal References:

Education Act S. 50 Parent Visitors; S. 265 Duties of Principal: Pupil Records, Reports Ontario Regulation 181/98 S. 6 (3) Identification and Placement of Exceptional Pupils: I.E.P. Guideline OSR—Ontario Student Record: Provincial Report Card
Growing Success – Assessment, Evaluation and Reporting in Ontario Schools, 2010