

## **REPORTING STUDENT PROGRESS TO PARENTS**

The Board acknowledges the importance of keeping parents well informed of the progress that is being made by individual students. Therefore, it is the policy of the Board that each school will make a formal report in a format approved by the school principal to the parents of each student as follows:

- a) at least twice a semester for semestered courses
- b) at least three times a year for full year courses

Records of student progress are to be available to parents throughout the year. Documentation of reports is to be placed in the student's cumulative record at least annually. Schools are encouraged to hold parent teacher interviews as part of these reports and to contact parents between formal reports, if additional communication is warranted.

Approved September 1, 1997  
Revised March 16, 1999