

**GUIDELINES FOR PROGRESS REPORTS TO PARENTS**

1. Teachers must input and update grades weekly.
2. A documented conversation, initiated by the teacher, must occur no later than the 4<sup>th</sup> week of the quarter for a student in grade 6-12 that is earning a “D” or “F” and no later than the 6<sup>th</sup> week of the trimester for a student in grade 4K-5<sup>th</sup> that is performing significantly below grade level standards and then regularly thereafter when the student in grades 6-12 is earning a “D” or “F” or a student in grade 4K-5<sup>th</sup> continues to perform significantly below grade level standards.
3. Once initial contact is made with a parent (as outlined in #2 above), regular and ongoing, documented communication must continue to provide updates regarding the student’s progress.

**APPROVED:** November 11, 1980  
May 14, 1985  
January 24, 2011  
April 27, 2015  
**FEBRUARY 15, 2021**