

Williamson County Board of Education Procedures and Guidelines

Adopted Date:

11/30/09
Rev.8/30/10

4.600p

Grading Systems and Report Cards Administrative Printing Procedures

Progress Reports

Progress reports, if warranted, are to be distributed at the midpoint of each grading period (cycle) as stipulated in board policy 4.600. The printing of progress reports in Williamson County Schools is an administrative task. Sending home EasyIEP reports does not satisfy the progress report requirement for students in special education unless noted in the IEP.

- Parents will receive an interim progress report or other notification (by telephone or conference) whenever a significant change in performance occurs and whenever a student is failing.
- Progress reports will be formatted consistently within each grade division district-wide.
- Progress reports cannot be emailed. For grades 3-12, electronic copies of all grades are maintained in ParentConnection, a secured portal.

Report Cards

Report cards are to be distributed each grading period (cycle) as stipulated in board policy 4.600. The printing of report cards in Williamson County Schools is an administrative task.

- All report cards K-12 are to be printed (electronically or hard copy) in the office under the direction of building administration.
- Report cards must be printed using the WCS report card format for the grade level of the student. Report cards are to be distributed on the date identified in the district calendar.
- Report cards cannot be emailed. For grades 3-12, electronic copies of all grades are maintained in ParentConnection, a secured portal.
- Parents will be notified each grading period (cycle) through ConnectEd that report cards are visible on ParentConnection and will be sent home through paper copy or mailed. Report cards for grades 6-12 will be mailed the first (1st) and fourth (4th) grading period (cycle).

Problems with printing report cards and progress reports will be reported to the Instructional Technology Help Desk, 615.472.4084.