

January 13, 2011

OECTA's guide to report card/progress cards now in schools

Copies of *OECTA's Guide to Reports/Progress Reports for Elementary and Secondary* are being distributed to teachers across the province through the Association Representative in each school beginning the week of January 10, 2011.

The guide answers many of the questions teachers have about completing report cards and progress reports, and addresses the subjects and strands that teachers are required to report on.

The guide references the Ministry of Education's *Growing Success* assessment policy to clarify the ministry's intent for reporting. For example:

- with respect to comment banks, *Growing Success* states: "Teachers may use a comment bank if they find it beneficial and if the comments represent how the student is progressing in language that both the parent and student understand." (page 12, *OECTA Guide*)
- with respect to the grade reported, *Growing Success* states: "Determining a report card grade will involve teachers' professional judgement and interpretation of evidence and should reflect the students' most

consistent level of achievement with special consideration given to more recent evidence." (page 17, *OECTA Guide*)

The guide is posted on OECTA's website www.oecta.on.ca in the "Classroom" section of Teaching Resources, together with these resources:

- Information about the reporting procedures for elementary and secondary
- Quick Tips from OECTA for elementary teachers on completing the progress report.
- *Growing Success. Assessment, Evaluation and Reporting in Ontario Schools* (2010), the Ministry's policy document
- *Online resources for Teachers, Parents, School and System AER Leaders*
- Links to www.edugains.ca, which contains many Ministry of Education resources, including those on *Growing Success* and "Elementary and Secondary Report Card Q and A's."

Comment bank coming soon: A bank of sample report card comments that are consistent with the requirements of the *Growing Success* policy. The comment bank will be posted on the website later this month.