



Reporting requirements:

** Note: Applies to courses ENDING in January

Grades 8 & 9:

- Term Grade: Enter the proficiency that reflects the student's learning for the term.
- Final Mark: Enter the proficiency that reflects student's evidence of learning overall.

Grades 10-12:

- Q2 Grade: Enter the percentage for the student's learning for the term.
- Final Mark: Enter a percentage for the student's overall evidence of learning.

Comments for 8-12:

Strength-based comments that describe:

- What the student is **able to do**
- What the student is **working towards**
- **Strategies to support** student growth

Students with an IEP:

All students have a right to personalized reporting. Those who are supported by an IEP will have individualized goals and strategies to differentiate learning. The classroom teacher will report based on how the student is able to access the course curriculum with the support of their **adaptations**.

Students in **modified** course codes will only receive a letter grade if they are assessed using curricular learning standards. When a student is being assessed on individualized goals only, a letter grade is not appropriate. ***In this case leave the mark blank*** and provide strength-based comments about the student's goals.

Proficiency	% / Letter Grade	Leave the Mark Blank
For all grade 8/9 courses	For only grade 10-12 courses	Only for students on a modified course

Reporting an "IE" (formerly "I"):

In grades 8 & 9, at the end of course, if after considerable effort, interventions and strategies, the student is still unable to demonstrate a minimal level of achievement in the subject area, the IE should be converted to an 'Emerging' on the proficiency scale. This is considered "promotion with support". Teachers should follow the school process for school-based team (SBT) referral to support these vulnerable students.

In grades 10-12, the IE should be converted to the appropriate percentage. In exceptional circumstances, an IE can be used at the end of the course. An IE may be used as a final mark in circumstances where it is in the best interest of the student to complete the course within one year through existing school-based support, rather than retake the course. In these cases, it will be up to SBT to determine if it is in the student's best interest to receive an IE or retake the course. A student cannot re-enroll in the same grade-level course unless they received an "F".

Reporting for ELL:

All ELL students have an Annual Instructional Plan (AIP), which you can view in their ELL yellow file. Most ELL students can meet outcomes with adaptations and will be assigned a letter grade or competency on their report card. For ELL students who do not meet learning standards **due to language proficiency**, teachers should provide written comments that describe what the student can do, areas that require further development, and ways to support learning. ***In this case an "IE" may be appropriate.***

For ideas on writing comments, visit:
[***NLPS Student 8-12 Reporting Guidelines***](#)