



Here are some sample comments to use if the student is to receive an “IE” due to attendance concerns. Ideally an anticipated “IE” is communicated with parents/guardians before a formal report. Thank you for continuing to warmly welcome these students when they do attend and for providing differentiated opportunities for these learners to demonstrate curricular competencies.

The student has been away from school for a significant amount of time:

Sam has not attended enough classes this term for me to write a meaningful comment about their learning. I understand that there are barriers to regular attendance for Sam at this time. I want Sam to know that they are always welcome, no matter how long it has been since the last time I have seen them. When they start attending, we will work together to build a good relationship to achieve reasonable goals in their learning.

The student has not attended class at all:

As Adele has not yet attended my course this semester, it is not possible to comment meaningfully on their learning so far. I want Adele to know that they are always welcome to join the class at any time, moving forward. When Adele is ready to attend, we will work together on a reasonable plan to ensure the workload is manageable so that they can find success.

The student has recently moved from a new school or district:

I am happy to have Blake join our class community this year/semester. Blake is adjusting well to their new class routines and has made some positive social connections with peers. Since Blake is new to our school, they have not yet had an opportunity to demonstrate enough learning for me to write a meaningful comment on their progress. I hope that Blake feels welcomed and I look forward to continuing to support them in their learning.

The student is in an elective rotation and did not have an opportunity to demonstrate learning in a portion of the rotation:

Chris has not attended enough classes for me to write a meaningful comment about their learning. As this class is a part of an elective rotation, Chris will be moving on to a new section with the opportunity to demonstrate learning in a different curricular focus for the next reporting period. In collaboration with the school support team we have designed a plan to support learning and engagement moving forward so that they can find success in their next elective rotation.



Comments to Support Engagement: Behaviour that impacts student learning is best reported to parents and caregivers informally as it occurs, before formal reporting.

Descriptive feedback on student learning habits and engagement should focus on observable qualities that the teacher can support with evidence from the classroom.

The student demonstrated proficiency early in the course, but engagement has significantly diminished:

Mae's early demonstrations of learning show engagement and proficiency in some learning outcomes. Since Winter Break there has been a marked decrease in engagement with little evidence of learning from Mae. In collaboration with the school support team and Mae we have designed a plan to support learning and engagement moving forward.

The student attends but does not engage meaningfully in learning tasks:

I am happy that Charlie feels the class is a safe and welcoming place to be. While Charlie has regular attendance they have experienced barriers in engaging in class activities and assignments. For this reason, it is difficult to comment meaningfully on their learning at this time. In collaboration with the school support team and Charlie we have designed a plan to support learning and engagement moving forward so that they can find success.

Observable student qualities and attributes that teachers may wish to comment on can include:

- Self awareness
- Growth mindset
- Participation
- Leadership
- Independence
- Collaboration
- Acting on feedback
- Autonomy
- Task completion
- Citizenship
- Creativity
- Self motivation
- Self regulation
- Risk taking
- Ownership
- Self reflection
- Initiative
- Co-operation
- Self evaluation
- Communication
- Self-advocacy
- Organization
- Time management
- Respect for self and others
- Inclusivity