



Elementary K-7 Reporting Bulletin

2025-26 No. 2

Written Learning Update – Term 1

Written Learning Updates are one of the five Communications of Student Learning we are required to conduct during the school year as per the [K-12 Student Reporting Policy](#) and our [NLPS Reporting Guidelines](#).

The intention of the Written Learning Update is to provide parents and caregivers with responsive and timely information about where their child is in their learning, heighten their awareness of their child's abilities, and learn about ways in which they can support their child's progress.

Written Learning Updates Must Include:

Provincial Proficiency Scale	Student Strengths & Areas for Future Growth	Ways to Support Learning
Communicate student proficiency in each Area of Learning (Subjects) currently being studied in relation to the Learning Standards or IEP Goals, using the Provincial Proficiency Scale	Use descriptive written feedback on Student Strengths and Areas for Future Growth for each Area of Learning being studied	Use descriptive written feedback on Ways to Support Learning that apply globally to how the learner can be supported
Student Attendance		Self-Reflection of the Core Competencies
Provide information about student attendance (this will auto-generate in the ERC)		Communicate student-generated content including Student Self-Reflection of the Core Competencies and Student Goal Setting (sent as a separate document/communication to families)

If not reporting on an Area of Learning (Subject) for the current reporting term, please use the following comment:

“(Area of Learning / Subject) will be reported on in the next Written Learning Update.”

HOWEVER,

English Language Arts and **Mathematics** are core Areas of Learning that must be reported on (proficiency scale and written comments) for all three Written Reports. This ensures that all students and parents/caregivers receive regular and structured feedback on their progress in these key Areas of Learning.

Teacher “How To” Guide for the ERC

Descriptive Feedback:

includes parent-friendly, strength-based comments that are aligned with the Areas of Learning (Subjects).

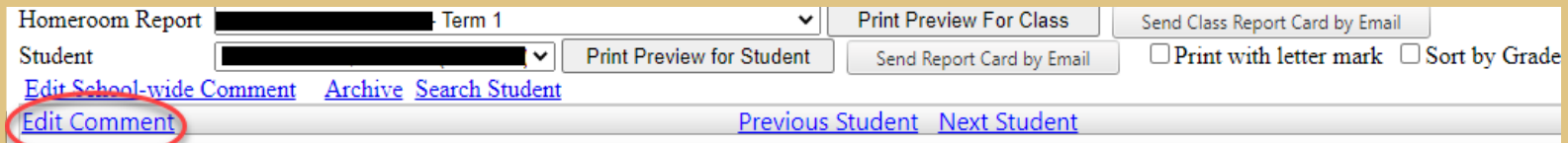
Feedback is focused on:

- What the student can do (Strengths);
- What they are working towards (Areas for Future Growth); and,
- Ways the student can be supported in their learning (Ways to Support Learning).

Descriptive Written Feedback in the ERC:

Once you are logged into the [ERC](#):

1. Click the Edit Comment near the top of the page to access this box.



The screenshot shows the top navigation bar of the ERC. It includes a 'Homeroom Report' dropdown menu, a 'Term 1' dropdown, and buttons for 'Print Preview For Class' and 'Send Class Report Card by Email'. Below this is a 'Student' dropdown menu, buttons for 'Print Preview for Student' and 'Send Report Card by Email', and checkboxes for 'Print with letter mark' and 'Sort by Grade'. The 'Edit School-wide Comment' link is circled in red, and the 'Edit Comment' link is also visible. Navigation links for 'Previous Student' and 'Next Student' are at the bottom of the bar.

2. There will be a small space at the top indicating there is to be an Overall comment to reflect on learning habits and student engagement. (see [Template and Exemplars](#))
3. Areas of Learning (subjects) will be listed in bold as headings for your descriptive feedback.
4. Under each subject, provide descriptive feedback about the learner’s progress. The feedback should focus on Student Strengths and Areas for Growth. (see Exemplars). Feedback can be in either paragraph or point form style. **If copying and pasting from MSWord, make sure to paste as “Plain Text” into the ERC.**
5. Under “Ways to Support Learning”, provide feedback on ways to support that apply globally to how the learner can be supported.
6. Be sure to click the “Save” button when done, then move onto the next student.

Click [HERE](#) for the ERC Teacher Guide!