



# FAXGRAM #12

January 26, 2012

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## TERM 1 REPORT CARDS

Teachers have been advised, and this was confirmed by Superintendent Jacqueline Herman yesterday, Wednesday, January 25, 2012, that teachers are permitted to use the Board's Comment Banks for all Term 1 Report Cards. There seems to be some misunderstanding in some sites where teachers were told to personalize their comments, however Superintendent Jacqueline Herman, has clarified that the Board's Comment Banks are for teacher use and this is an acceptable method in completing student report cards.

Further, Superintendent Herman said that she would ensure that this was re-iterated with all Principals at the Families of Schools meeting today.

For further information, you may reference the three documents that she referred to in their entirety:

*Reporting Student Learning – Guidelines for Effective Teacher-Parent-Student Communication*  
[http://www.edugains.ca/resourcesAER/PrintandOtherResources/ReportingStudentLearning\\_Engfinal.pdf](http://www.edugains.ca/resourcesAER/PrintandOtherResources/ReportingStudentLearning_Engfinal.pdf)

*Trillium Web Elementary Achievement User Guide for the Elementary Report Cards (Jan 2011)*  
[http://staffnet.hcdsb.org/C6/Reporting%20-%20Elementary/Reporting%20Supports/TWEA%20User%20Guide%20\(Report%20Cards\)%20v6.2%20Jan%202011.pdf](http://staffnet.hcdsb.org/C6/Reporting%20-%20Elementary/Reporting%20Supports/TWEA%20User%20Guide%20(Report%20Cards)%20v6.2%20Jan%202011.pdf)

Please be advised that the new document, *Additions to Trillium Web Elementary Achievement User Guide*, is now posted on Staffnet.

<http://staffnet.hcdsb.org/C6/Reporting%20-%20Elementary/Reporting%20Supports/TWEA%20Additions%20to%20User%20Guide%20January%202012.pdf>

If you have any questions, please do not hesitate to contact me.

..... Richard

**PLEASE SHARE WITH ALL TEACHERS!**