

# **ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS**

## **ADMINISTRATIVE POLICY 7.35 STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS**

(1) To ensure that parents/guardians of record are kept informed of their children's progress in school, parents/guardians of record at elementary and K-8 schools shall receive six reports of their students' progress: three interim progress reports and three standards-based report cards. Only standards assessed that mark period will have a performance level on the standards-based report card. At the end of the year, students shall receive a "final grade" in the form of a final performance level for all standards in each subject area.

(2) Parents/guardians of record of traditional middle-school students shall receive a total of eight communications: four interim progress reports and four quarterly report cards.

(3) Parents/guardians of record of high-school students shall receive four communications each semester: two interim progress reports, one snapshot report card, and one traditional report card. If a student is failing at the interim or snapshot report card times, a comment indicating the student is at risk of failure and that the parent/guardian needs to contact the teacher shall be reported.

(4) The principal, along with the school's administrative team, shall review interim progress reports and report cards for accuracy and appropriate comments. The dates on which interim progress reports and report cards are to be distributed are the principal's decision — after grading windows end, and all reports have been checked and printed for parents.

(5) Interim progress reports shall be distributed to parents/guardians of record of all students in grades K3-8 to indicate if achievement is at grade level in each content area. In traditional middle and high schools, the interim progress reports shall be determined by the course schedules at each school and shall be sent home midway through each quarter. This process may be used to identify potential failures.

(6) Schools shall supplement progress reports to parents/guardians of record with other means of effective communication with parents/guardians of record, such as parent-teacher conferences, group meetings, displays, and timely informational reports on matters of import concerning individual students.

(7) At schools which serve students in grades K3-8, parents/guardians of record ~~will~~ shall be notified in January and March if their children are in danger of being retained at the current grade level for the following school year. The notification should be in time for parents/guardians of record to intervene in the educational process in order to prevent, if possible, the failure from occurring. The principal of each school, working with his/her faculty, is responsible for determining methods of communication to be used to carry out this policy. Documentation of this notification shall be retained at the school level for one year.

(8) At the high-school level, parents/guardians of record shall be notified if their child is in danger of failing a course. Additional notifications should be made to parents/guardians so there is time to intervene in the educational process to prevent, if possible, the failure from occurring. The principal of each school, working with his/her faculty, is responsible for determining methods of communication beyond the report card comments to be used to carry out this policy. Documentation of this notification shall be retained at the school level for one year. Appropriate letters for seniors, shall be sent home by school counselors to notify parents/guardians of the student's status throughout the year.

(9) The schools shall attempt to involve parents/guardians continuously in communication about their children's achievement. Parental contacts shall be documented in the approved student-information system (SIS).

(10) Students' absences shall be recorded in the approved student-information system and on reports to parents/guardians of record.

---

---

**History:** Adopted 4-6-72, 4-1-87; revised 1-6-82, 2-22-95, 3-29-12, 2-23-17, ~~X/X/2023~~  
**Previous Coding:** Admin. Policy IKAB, prior to May 1995; Admin. Policy 9.35, May 1995-August 1996

---

---

**ADMINISTRATIVE POLICIES OF THE MILWAUKEE PUBLIC SCHOOLS**  
**2.24.2017**