



YORK REGION DISTRICT SCHOOL BOARD

MEMORANDUM TO: Secondary School Principals and Vice-Principals
Superintendents of Education

FROM: Shawn Bredin
Superintendent of Education, Assessment & Research Services

Heather Sears
Superintendent of Education, Curriculum and Instructional Services

Steven Reid
Associate Director of Education

DATE: August 31, 2021

REFERENCE: **2021-2022 Secondary Interim Report Cards - Semester 1**

Principals are required to bring the information in this memo to the attention of all teaching staff in their respective schools. It is recommended that this memo be distributed electronically to all teachers and other appropriate staff. Note: this memo will also be posted on the Board's [Growing Success site](#).

The purpose of this memo is to outline the expectations, timelines and supports regarding the **2021-2022 Secondary Interim reporting process**.

All secondary students are to be provided with an Interim Report Card. This report will be delivered to Parents/Guardians and Adult students between September 20-22 (BCSS), October 13-15 (Early Start Schools) and October 20-22 (Regular Start Schools). In alignment with Section L.E.5.2 of the Collective Agreement, the Board is providing a web-based solution for Interim Report Card processing.

The purpose of the interim report is to provide parents/guardians and students with information about the student's progress.

Secondary Interim Report Cards: Sequence of Activities

Date (deadline)	Person(s) Responsible	Activity/Task																		
Beginning of Each Semester	Principals	<p>Teachers receive information via receipt of this system memo related to the interim reporting process including: timelines, requirements and supports available to them.</p> <p>Resources to support principals and teachers are outlined at the end of this memo.</p> <p>Please ensure that Subject Heads and teaching staff are informed as soon as possible to ensure that teachers have collected a reasonable amount of assessment information to justify the selection they make on the Interim Report card.</p>																		
Beginning of Semester	Principal or Vice-Principal	<p>The date for teachers to start entering data is no later than August 30 (BCSS), October 5 (Early Start Schools) October 14 (Regular Start Schools). In collaboration with teaching staff, the principal may set an alternative timeframe. See the documentation for instructions.</p> <p>As we move towards the electronic distribution of Interim and Midterm Reports, some families may be contacting schools for support in accessing their child's Google account and Gmail where the student's reports will be available. The following are provided to assist in answering parent inquiries:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sample Communication for Families - consider and use as needed. <input type="checkbox"/> Instructions on how to access SAMS (Student Account Management System) to retrieve the student's password <input type="checkbox"/> For reference only, the information emailed by ITS outlining how parents can access to their child's Reports 																		
<p>By</p> <table border="1" data-bbox="155 1436 428 1675"> <tbody> <tr> <td>BCSS</td> <td>Sept 1</td> </tr> <tr> <td>Early Start</td> <td>Oct 5</td> </tr> <tr> <td>Regular Start</td> <td>Oct 12</td> </tr> </tbody> </table>	BCSS	Sept 1	Early Start	Oct 5	Regular Start	Oct 12	Teachers	<p>Before the Open date indicated for the appropriate school, teachers should be notified that data entry of levels and interview requests can occur within the following data entry window</p> <table border="1" data-bbox="662 1587 1498 1835"> <thead> <tr> <th></th> <th>Open Date</th> <th>Close Date/Time</th> </tr> </thead> <tbody> <tr> <td>BCSS</td> <td>Sept 1</td> <td>September 15, 4pm</td> </tr> <tr> <td>Early Start</td> <td>October 5</td> <td>October 12, 4pm</td> </tr> <tr> <td>Regular Start</td> <td>October 12</td> <td>October 19, 4pm</td> </tr> </tbody> </table> <p>*Teachers work collaboratively with the SERT for any student with an IEP to ensure all elements of the IEP are considered, as the IEP is being developed at the same time.</p>		Open Date	Close Date/Time	BCSS	Sept 1	September 15, 4pm	Early Start	October 5	October 12, 4pm	Regular Start	October 12	October 19, 4pm
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		Resources to support teachers are also available on the Board's Growing Success site .								
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By										
BCSS	Sept 15									
Early Start	Oct 12									
Regular Start	Oct 19									
<table border="1"> <tr> <td>Timeframe:</td> <td></td> </tr> <tr> <td>BCSS</td> <td>Sept 20-22</td> </tr> <tr> <td>Early Start</td> <td>Oct 13-15</td> </tr> <tr> <td>Regular Start</td> <td>Oct 20-22</td> </tr> </table>	Timeframe:		BCSS	Sept 20-22	Early Start	Oct 13-15	Regular Start	Oct 20-22	SOAAs and ITS	Reports will be distributed electronically to parents / guardians / 18+ students via the *Electronic Distribution Process.
Timeframe:										
BCSS	Sept 20-22									
Early Start	Oct 13-15									
Regular Start	Oct 20-22									
<table border="1"> <tr> <td>Week of</td> <td></td> </tr> <tr> <td>BCSS</td> <td>Sept 27</td> </tr> <tr> <td>Early Start</td> <td>Oct 18</td> </tr> <tr> <td>Regular Start</td> <td>Oct 25</td> </tr> </table>	Week of		BCSS	Sept 27	Early Start	Oct 18	Regular Start	Oct 25	Principals/ Teachers	Host a Virtual Parents Night where parents/guardians can meet virtually* with teachers to discuss the interim reports.
Week of										
BCSS	Sept 27									
Early Start	Oct 18									
Regular Start	Oct 25									

Resources to Support the Completion of Interim Reports

The link to the [application](#) is available in the Online Tools section of the BWW.

There are also two manuals available to support schools with this process:

- for [School Administrator](#); and
- for [Teachers](#)

Process for Parent/Guardian Evenings

Schools will schedule time for parents/guardians to meet with teachers and provide updates on the progress of their child. Information on the designated Parent Interview Tool to support the interview scheduling will be shared at a later time.

Please direct questions related to the Interim Report Card to your Superintendent or joshua.platt@yrdsb.ca.