Reporting Student Progress - Implementation Procedures

ADMINISTRATIVE REGULATION

Regulation	212-AR-1
Related Policy	Policy 212
Status	Final Administrative Regulation

Purpose

- Establish consistent procedures for reporting student progress, communicating academic risk, and maintaining accessible, accurate, and confidential records.

Approved Reporting Systems

- The Superintendent or designee shall identify district-approved student information systems, learning platforms, and report formats.
- Staff shall use approved systems for official grades and progress reporting and follow district timelines for entry, verification, and publication.

Reporting and Notice

- Schools shall publish grading periods, reporting dates, and conference opportunities annually.
- Student progress shall be reported in a timely manner through the district's student information system and through communication during screening protocols and other Multi-Tiered System of Supports (MTSS) procedures. Students and parents/guardians shall receive timely notice when performance indicates risk of failure, loss of credit, or another adverse academic consequence.
- Notice should identify the concern, available supports, opportunities for improvement, and a school contact. Material contacts shall be documented.

Accessibility, Confidentiality, and Review

- Communications shall be accessible and include language assistance when required.
- Student information shall be shared only through approved methods and with authorized recipients.
- A parent/guardian or eligible student may request review of a reported grade or clerical error through the teacher and building administrator.