



## 301.2AP Reporting Student Progress to Parents

**APPROVED:** 2020.05.13 (2019.06.19) (2012.06.20) (1996.03.20)

**AMENDED:** 2020.05.04 (2019.06.12)

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### LEGAL REFERENCE:

- FOIP Act
- Education Act Section 33 (1)(b)
- Alberta Education Teacher Quality Standard (3)

### CROSS REFERENCE:

- [201.6AP Student Records Admin Procedures](#)
  - [302.1AP BTPS School Calendar Guidelines](#)
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### PROCEDURES:

1. Teachers will use various methods of reporting student progress to parents such as written feedback, emails, phone calls, face-to-face communication and timely entry of tasks, marks and comments in the electronic grading software.
2. Information to create a BTPS Parent Portal account will be sent to each student's parent or guardian. They will be encouraged to access the BTPS Parent Portal regularly as a way of obtaining current assessment data. If the parent does not have internet access, the school administration and parent will come up with a mutually agreeable plan for the parent to receive ongoing paper versions of the Individual Student Report from the grading software and a paper version of the final report card.
3. The student Progress information shall ensure that parents are fully informed about their children's achievement relative to the grade levels of the provincial curriculum. A traditional report card can be viewed and/or printed from the BTPS Parent Portal webpages at any time as long as the student is still enrolled in a BTPS school.
4. Interviews will be scheduled at appropriate times during the school year.