

**Memo #20**

Date: January 12, 2017

To: Executive/Members

Re: **Term One - Report Card Responsibilities; Blackout Period; Report Card Writing PA Day**

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**Term One - Report Card Responsibilities**

The following information has once again been provided for your reference. I have provided the outline of who is responsible for each role below. You will notice that proofreading and/or editing other teachers' report cards, is not listed as a Role or a Responsibility for Teachers. Please contact the Unit office if you have any concerns.

ROLES AND RESPONSIBILITIES FOR TEACHERS:

- Teacher accesses data file on-line
- Teacher writes reports and notifies Principal when they are complete
- Teacher sign/copy/distribute report cards
- Make corrections, as required, and print corrections
- Distribute report cards

ROLES AND RESPONSIBILITIES FOR PRINCIPAL/VICE-PRINCIPAL:

- Enters database information
- Manages report card administration within school
- Reviews report cards prior to distribution
- Arranges for printing of report cards
- Signs report cards.

PROCESS:

1. Principal prepares database of: a) student data; b) teacher data
2. Principal or administration office designate (this is not a teacher) prints report cards for each class
3. Principal reviews report cards
4. Principal directs teacher to make corrections as required and prints corrected pages

### **Printing of Report Cards:**

Teachers should not be expected to print out copies for the Principal or Vice-Principal to review. However, teachers can be directed – once corrections are made – to print the corrected pages. With the new PaperCut System, teachers' access to photocopies should not be negatively affected by copying Report Cards.

### **Blackout Period:**

The Blackout period for this term is from **February 3<sup>rd</sup> to February 9<sup>th</sup>** with Reports being due to the Principal on **February 10<sup>th</sup>**. Just a reminder that during this time frame, no Teacher will be required to attend Board initiated (central, regional or administrative school based) meetings/in-services. The Blackout Period dates are set well in advance – when the new school calendar is finalized - therefore if school based meetings are planned – IPRC etc. – they should be changed to not conflict with the Blackout Period

### **Report Card Writing PA Day:**

The scheduled PA day scheduled for Friday, February 3<sup>rd</sup>, and is to be used for the **sole purpose** of report card writing or preparations to enable you to write the report cards. There should be no other agenda items scheduled for this day.

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815  
Thank you for sharing this information with OECTA members.**