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Memo #47

Date: June 9, 2017

To: Executive/Members

Re: Term Two – Report Card Responsibilities

Term Two - 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.

PROCESS FOR TEACHERS:

- Teacher accesses data file on-line
- Teacher writes reports and notifies Principal when they are complete
- Teacher sign/copy/distribute report cards

ROLES AND RESPONSIBILITIES FOR TEACHERS:

- Make corrections as required and print corrections
- Distribute report cards

Any other tasks associated with the preparation of report cards are outlined according to the following:

ROLES AND RESPONSIBILITIES:

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

If you have any concerns, please contact the Unit office at 705-733-9625 or 1-800-558-4815