Reporting to Parents

Section 1. Purpose. East Allen County Schools recognizes the importance of reporting a student’s progress to parents. The purpose of reporting is:

1. To inform parents of the progress made by their children.
2. To bring parents into a closer understanding of the work of the school.
3. To record for pupils their success or achievements.
4. To help pupils evaluate their own progress.
5. To help the child, parents and teacher work cooperatively for improvement.

The administrative staff, principals and teachers shall continuously evaluate and improve the various methods that are used to report student progress to parents.

Section 2. Elementary Progress Reports. Progress reports are designed to give parents an indication of the success their child is experiencing in the school program. The first progress report for students should be transmitted to parents sometime during the scheduled parent-teacher conference. If parents are not present for parent-teacher conference, the report will be sent home two (2) days after the close of the designated period for the parent-teacher conference. All other progress reports will be sent to parents within five (5) school days following the close of each grading period. Supplemental reports indicating any difficulty a student is experiencing will be sent to parents whenever needed.

Section 3. Secondary Progress Reports. Progress reports are designed to give parents an indication of the success their child is experiencing in the school program. The first progress report for students should be transmitted to parents sometime during the scheduled parent-teacher conference. If parents are not present for the parent-teacher conference, the report will be sent home two (2) days after the close of the designated period for parent-teacher conference. All other progress reports will be sent to parents within five (5) school days following the close of each grading period.

Section 4. Parent-Teacher Conferences. Parent-teacher conferences will be scheduled as outlined in Policy 5124.1: “Interim evaluation reports will be distributed to all secondary students for the purpose of informing the student and parents of academic progress. These reports will be sent home with students at the midpoint of each grading period.”