

**Prairieview Elementary School
Grade Reporting to Parents
Procedures / Guidelines**

Six Week Progress Reports (Mid-Terms)

- Parents will receive an email from the Prairieview office stating when we have reached the six week point of the trimester. They will be encouraged to view their child's grade via Parent Connect.
- Parents will be notified via U.S. Postal Mail of their child's progress if they have received a letter grade of a "D" or lower.
- Families without email / internet access will receive a progress report from each class for their child via the US Post Office Mail.

Nine Week Reports (Failure Notices)

- Parents will receive an email from the Prairieview office stating when we have reached the nine week point of the trimester. They will be encouraged to view their child's grade via Parent Connect
- Students with a letter grade of an "F" will be notified via U.S. Postal Mail of their child's progress.
- Families without email / internet access will receive a progress report from each class for their child via the US Post Office Mail.

Twelve Week Reports (Report Cards)

- Parents will receive an email from the Prairieview office stating when we have reached the twelfth week point of the trimester. They will be encouraged to view their child's grade via Parent Connect
- A "hard copy" report card **will not** be sent home. Instead an email with directions will be sent to parents who wish to print their own report card.
- Families without email / internet access will receive a report card via the US Post Office Mail.