

Standards-Based Report Card Development Levels

1. Define Purpose	2. Develop Reporting Standards	3. Essential Steps in Development	4. Establishing Performance Indicators	5. Special Cases: SPED, TAG, etc.	6. Additional Development Issues	6. Continued
<ul style="list-style-type: none"> • Parent advisory meeting • Develop Statement of Purpose • 3 key questions: <ol style="list-style-type: none"> 1. What information is communicated 2. Who is the primary audience 3. How should the information be used? 	<ul style="list-style-type: none"> • Need 4-6: clear, concise and readily interpretable • Standards in each subject • 3 types of learning goals: <ol style="list-style-type: none"> 1. Product 2. Process 3. Progress 	<p>7 questions:</p> <ol style="list-style-type: none"> 1. What is the purpose of the report card? 2. How often? 3. Will it be specific for each grade level or general? 4. How many reporting standards for each subject area/course? Steps to decide: *Categorize by 3 types of learning goals *Id. Specific reporting standards for each subject area *word standards in clear, precise, parent friendly language 5. What specific reporting standards will be reported at each gd. Level/course? 6. Will standards be set for the grade level or each marking period? 7. What specific process and progress standards will be reported? 	<p>8 more questions:</p> <ol style="list-style-type: none"> 8. How many levels of performance will be reported for each standard? 9. How ill levels be labeled? 10. Will teacher's comments be included and encouraged? 11. How will information be arranged on the report card? <ol style="list-style-type: none"> a) Order: What is most important appears first. b) Space: What is most important is given most area. 12. What are parents expected to do with this information? 13. What are students expected to do with this information? 14. What policies need to accompany new reporting procedures? 15. When should input of parents and or students be sought? 	<ul style="list-style-type: none"> • Particular aspects of developing a standards-based report card for middle and high schools • Adaptations necessary to provide fair and accurate grades or marks for students with special needs who are included in regular classrooms. • Adaptations necessary to provide fair and accurate grades or marks for students with considered to be especially gifted or talented. 	<p>4 qualities of Effect Report Cards:</p> <ol style="list-style-type: none"> 1. Report on product, process and progress separately. 2. Accurate picture of academic strengths and challenges. <ul style="list-style-type: none"> • Parents want clearer and more understandable information about teachers' expectations for learning and behavior. • Parents want more specific and detailed info about child's learning progress in school. • Parents want practical suggestions from teachers about how best to help their child when problems or difficulties arise. 3. Striking an appropriate balance between details and practicality is essential for all. 4. Concise, understandable and easy to interpret. <p>Additional Considerations:</p> <ul style="list-style-type: none"> • Checklists that show student progress towards standards • Narratives • Ratings of work habits/class behavior • Attendance • Student self-assessment • CRLS progress • Parent comments/question/signatures 	<p>Format, Organization, and Graphic Layout</p> <ul style="list-style-type: none"> • Clear explanation of grades, marks or symbols used with accompanying definitions. • If clear and explained, then layout can be any format and still communicate. • The graphic design and layout can enhance or detract from its intended message- in can distort or mislead. (use and experience graphic designer to gain advice and direction regarding format and layout options. <p>Technology Considerations</p> <ul style="list-style-type: none"> • Include member of IT on report card development Questions: <ol style="list-style-type: none"> 1. How are grades transferred from the electronic grade book to the report card? 2. Remote access to grade book? 3. How will report cards print? Back to Back? 4. Can district secretaries have access for printing and filing? 5. Can report cards be sent electronically to other school districts when a student moves out of district? <p>Consult guidance counselors</p>