 P 811Q

MARATHON SCHOOL

61-25 Marathon Parkway

 Little Neck, New York, 11362

718-224-8060 Fax 718-224-5914

[www.811Q.weebly.com](http://www.811Q.weebly.com)

Independence-Collaboration-Technology-Communication

 Nicole Avila

 **Principal Assistant Principals**

**Elementary Offsites**: P 37**,** P 147, P 822 Johnnie Bradford III

**Intermediate Offsites:** 227 Yvette Miguez

**High School Offsites:** Bayside HS, Francis Lewis HS, QHST Katis Romig

**MEMORANDUM**

TO: All Classroom Teachers, Cluster Teachers, and Related Service Providers

FROM: Nicole Avila, Johnnie Bradford III, Yvette Miguez, Katis Romig

RE: Report Cards and Annual Review Progress Report

DATE: Monday, October 21, 2019

With the close of the first marking period and in an effort to keep our parents apprised of their child’s accomplishments, report cards will be completed by teachers and related service providers outlining students’ progress thus far this year.

Report cards will be given out to parents who attend Parent Teacher Conferences and if they do not attend Report Cards can be sent home the day after Parent Teacher Conferences.

All classroom and cluster teachers will enter this marking period grades on the S.T.A.R.S system.

**Classroom teachers are being asked to write comments on a word document and not on the S.T.A.R.S report card. An optional template has been provided on our Weebly Teacher Resource page, you are also more than welcome to use that or a form you have created. We are asking teachers to use their own comments and not the CCLS comments.** Please note, we are ONLY giving grades of the OVERALL subject areas and not the SUB CATEGORIZE.

Everyone should be using the grading policy/rubric to generate their student’s grades.

**Related Service progress notes will be done using ONE DRIVE and a link will be sent out**. You do not need to print anything, just go on the link sent find the class and the student you service complete your section and you are done. Please contact your Unit Coordinator if you have any questions.

**Classroom teachers should have STARS Report card completed (STARTS Report cards get printed by the Administration) and have turned in their IEP Progress Reports to by Monday November 4th.**

Once your AP has reviewed all parts of the Report Card they will be handed back to you, so that they can then be sent home.

**I.E.P. PROGRESS REPORTS**

Complete the “Report to Parents Progress Report” by clicking on Annual Goals on your finalized IEP. Click “Edit this Section”. Classroom teachers, related Service Providers, ESL teacher and APE teachers are responsible for filling in the appropriate ratings and the remaining questions in the progress report. Make arrangements with classroom teachers to decide who will print the Progress Reports. One copy of the Progress Report needs to go home to parent with the report card on the last day of school.

**IEP PROGRESS MONITORING**

All students that have a 1:1 behavior support paraprofessional require that their progressing monitoring to be completed at this time.

**Remember to fill in the bottom boxes (“Y” or “N”). Be careful. Write “Y” if you want to hold another I.E.P. conference to change a goal or objective. OTHERWISE WRITE “N” IN THE BOX.**