

INTERIM / UNSATISFACTORY PROGRESS REPORTS

Parents/guardians of all students should be notified at any time during a grading period when it is apparent that the student may fail the course or is doing unsatisfactory work. If a formal written failure notice is not sent home by the end of the eighth week of any given grading period, it is assumed that the student is passing the course. It is understood that there are rare cases when a student stops work entirely or is excessively absent after the six week deadline. Parents/guardians should be informed immediately of the pending failure and the notice should be recorded.

Progress reports are an integral part of the instructional program. The purpose of issuing progress reports is to notify both students and parents regarding the academic and behavioral performance of students. Various progress reports may be issued during the grading period pursuant to School Board Rule and the *UTD* Contract.

Additionally, teachers may be called upon to issue daily or weekly progress reports in order to accurately assess the progress of students during the grading period.

NO FAILING GRADE CAN BE ISSUED UNLESS THERE IS A RECORD OF NOTIFICATION.

School Board Rule #(s):

6Gx13-5B-1.04

Contract Provision #(s):

UTD Article XX, Section 11

Form #(s):

Administrative Directive(s)/Other:

Cross References:

Gradebook, Grading System, *Student Progression Plan*,
Reporting Student Progress (Report Cards)