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**MEMORANDUM TO:** Directors of Education  
Director of Provincial Schools – ECD  
Secretary-Treasurers and Supervisory Officers of School  
Authorities  
Regional Managers  
Growing Success Board Leads

**FROM:** Grant Clarke  
Assistant Deputy Minister  
Learning and Curriculum Division

Raymond Théberge  
Assistant Deputy Minister  
French Language, Aboriginal Learning and Research  
Division

**DATE:** March 2, 2010

**SUBJECT:** **Elementary and Secondary Report Card Templates**

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As you are aware, in winter 2010, we plan to release the new policy document entitled *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools*. Implementation is planned for September 2010. Included in this policy document will be new and/or revised elementary and secondary report cards.

Because it is essential that you and your vendors have adequate time to develop the electronic versions of the report cards, we are pleased to provide you with the report card templates prior to the release of the *Growing Success* policy document.

The following report card templates are attached in the e-mail with this memo.

Grades 1-6 progress report card (public version)  
Grades 1-6 progress report card (catholic version)  
Grades 7-8 progress report card (public version)  
Grades 7-8 progress report card (catholic version)

Grades 1-6 provincial report card (public version)  
Grades 1-6 provincial report card (catholic version)  
Grades 7-8 provincial report card (public version)  
Grades 7-8 provincial report card (catholic version)

Secondary provincial first report card for semestered schools  
Secondary provincial final report card for semestered schools  
Secondary provincial first/second report card for non-semestered schools  
Secondary provincial final report card for non-semestered schools

In addition, please find attached to this memo, business requirements for the development of the electronic versions of the report cards along with rationale.

For your information, the elementary progress report card is to be issued in the fall of the school year between October 20 and November 20. The elementary provincial report card is to be issued twice in the school year, the first report between January 20 and February 20 and the second report toward the end of June.

#### Teacher Comments on Report Cards

Space is provided on all report cards for teachers to make anecdotal comments about student achievement of the curriculum expectations. It is important that teachers have the opportunity to compose and use personalized comments as an alternative to selecting from a prepared set of standard comments. School boards should not enact policies that prevent teachers from providing personalized comments on report cards.

#### Funding the Vendors' Work

As outlined in a previous memorandum dated December 11, 2009, the ministry has set aside sufficient funds for boards to contract vendors for the development of electronic versions of the report cards. These funds have been transferred to the Ontario School Counsellors' Association (OSCA) who will manage the funds.

In the near future, Marc Verhoeve of OSCA will contact you to collect the following information:

- The vendor(s) you plan to contract for the work.
- Where appropriate, the boards and/or school authorities you plan to work with as a consortium with the vendor(s).
- A first estimate of the vendor(s) costs for your board/school authority or for a consortium of boards/school authorities.

Marc Verhoeve will also inform you of other requirements related to receiving funds to reimburse your vendor(s).

We encourage you to make practical and sound decisions about your contracts with the vendors to keep costs at a minimum. For example, in the past, many boards have worked with vendors as consortia.

Should you have any questions about the development of the electronic versions of the report cards, please contact Sylvia Larter at [sylvia.larter@Ontario.ca](mailto:sylvia.larter@Ontario.ca) for the English versions and [alain.levert@Ontario.ca](mailto:alain.levert@Ontario.ca) for the French versions.

Thank you for your continued support of the *Growing Success* initiative.

ORIGINAL SIGNED BY:

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Grant Clarke

ORIGINAL SIGNED BY:

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Raymond Théberge

Attachment

cc: President, OTF/FEO  
President, OSSTF  
President, ETFO  
President, OECTA  
Président, AEFO  
M. Leaning, Director (A), CB  
K. Rankin, Director, FSB  
D. Young, Director, IB  
M. Verhoeve, Executive Director, OSCA