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

FROM: Sue Durst, Director
         Curriculum and Assessment Policy Branch

         Ginette Plourde, Director
         French Language Education Policy and Programs Branch

DATE: June 28, 2011

SUBJECT: Elementary Progress Report Card: In-service Sessions

The policy document Growing Success: Assessment, Evaluation and Reporting in Ontario Schools, First Edition, Covering Grades 1-12 was implemented in September 2010 and included the Progress Report Card for Grades 1 to 8.

As we move into the second year of implementation, in response to a request from the Minister’s Tripartite Teacher Advisory Committee (TTAC), the Ministry is making plans to provide additional professional learning opportunities regarding the Progress Report Card and address questions which arose during year one.

For that purpose, a series of regional professional learning and information sessions are being organized for September 2011 specifically on the Elementary Progress Report Card and its implementation, including policy regarding the development of personalized, meaningful comments. These are being designed as joint sessions including boards and teacher affiliate representatives to ensure common understandings. Boards are invited to send a team to this session. Boards should select the most appropriate participants; however, they are encouraged to include on their teams the board’s assessment, evaluation and reporting coordinator or lead; a coordinator or superintendent responsible for Elementary school curriculum; one or more Elementary principals; and two or three representatives from the local teacher affiliates. Boards may wish to include representative lead teachers on their teams.

Each board will be invited to send up to seven participants with larger boards receiving additional allocations. The regional office will contact the boards soon with specific information on numbers, dates and locations.
The intent is to provide resources and a presentation format which board leads, principals and lead teachers can use in working with their staffs and peers in planning for completion of the Progress Report Card. This would include considerations for the writing of comments on the Progress Report Card.

We appreciate that September is a hectic month in boards. We trust you and your principals and teachers will find this process helpful as the Progress Report Card preparations begin in October.

If there are additional questions, please contact John Ryall, Manager of the Assessment and Reporting Unit, Curriculum and Assessment Policy Branch at John.Ryall@Ontario.ca at 416 325-2510.

Sue Durst

Ginette Plourde

cc: K. Verduyn, Field Services Branch
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