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

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 for the English versions and alain.levert@Ontario.ca for the French versions.

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

ORIGINAL SIGNED BY:    ORIGINAL SIGNED BY:
_________________________   _________________________
Grant Clarke      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