

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY
Director of Instruction
Directora de Instruccion

EFRAIN TOLEDANO
Principal
Director

10/16/17

Fall Semester

Dear Grade 1-5 Educators,

Good afternoon. Attached please find the Tobin Progress Report Template in English and Spanish available online in the Tobin Handbook | Progress Report Tab. As you know, the purpose of the progress report is to communicate student performance and areas for growth at the mid-way point of the semester. In addition, the progress report serves as a “data/talking” point in parent/teacher conferences and in some cases as an artifact when considering retention decisions in the Spring semester.

Next steps:

1. Educators will complete Progress reports for all students by Friday, October 27, 2017.
2. Educators will provide a hardcopy of the progress report for students to take home the week of Monday, October 30, 2017.
3. Educators will place a copy of the signed progress report in the cumulative record folder. If a parent/guardian does not return a signed copy, place an unsigned copy in the cumulative folder for future reference and accounting.

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Thank you,
John Holly, Director of Instruction
Cc: Efrain Toledano, Principal