

# BOSTON PUBLIC SCHOOLS



## MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY  
Director of Instruction  
Directora de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

05/07/18

Spring Semester

Dear K0, K1 and K2 Educators,

Good afternoon. Attached please find the Tobin Progress Report Template in English and Spanish available online in the Tobin Handbook | Grade Team 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 family meetings, conferences and for possible retentions at the end of the school year.

**Educators will complete Progress reports for all students by Friday, May 18, 2018.** Educators will distribute a copy of the progress report to student families or student book bags to take home to families by Friday, May 25, 2018.

In addition, 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.

Thank you,

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