

# BOSTON PUBLIC SCHOOLS



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

JOHN HOLLY  
Director of Instruction  
Directora de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

09/27/17

**Term 1**

Dear Middle School Faculty,

The term 1 mid-term progress report window will open in ASPEN Gradebook on 09/27/17. The window will close on Thursday, 10/06/17. All Middle school teachers including specialty/ARTS will complete *BPS Progress Report/Warning Notices* (including a minimum of 1 comment code) for all students on the Gradebook TAB of ASPEN by October 6, 2017.

As with past practice, we will print 3 copies of the notices by homeroom for distribution on the week of October 10, 2017. One copy for the student. One copy for the cumulative record/ELL folder and 1 copy for mailing home. We will provide envelopes and address labels from the main office.

Thank you,

John Holly, Director of Instruction  
Cc: Efrain Toledano