

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY
Director of Instruction
Directora de Instruccion

EFRAIN TOLEDANO
Principal
Director

12/04/17

Term 2

Dear Middle School Faculty,

The term 2 mid-term progress report window will open in ASPEN Gradebook on December 4, 2017. The window will close on December 13, 2017. 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 December 13, 2017.

As with past practice, we will print 3 copies of the notices by homeroom for distribution on the week of December 18, 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