

BOSTON PUBLIC SCHOOLS



MAURICE J. TOBIN SCHOOL ESCUELA MAURICE J. TOBIN

JOHN HOLLY
Director of Instruction
Directora de Instruccion

EFRAIN TOLEDANO
Principal
Directora

05/14/18

Term 4

Dear Middle School Faculty,

The term 4 mid-term progress report window will open in ASPEN Gradebook on May 14, 2018. The window will close on May 20, 2018. 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 May 20, 2018.

As with past practice, we will print 3 copies of the notices by homeroom for distribution the week of May 21, 2018. 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