

# BOSTON PUBLIC SCHOOLS



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

JOHN HOLLY  
Director of Instruction  
Directora de Instruccion

EFRAIN TOLEDANO  
Principal  
Director

01/22/21

**Winter Semester**

Dear 1-5 Educators,

Good morning. 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 Spring semester.

### **Next steps:**

1. Educators will complete Progress reports for all students by Sunday, February 7, 2021.
2. Educators will provide a printed or electronic copy of the progress report for students to take home the week of February 8, 2021.
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.

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, Jessica Ekhomu, Assistant Principal