

LOS ANGELES UNIFIED SCHOOL DISTRICT
NOBLE AVENUE ELEMENTARY SCHOOL

M E M O R A N D U M

TO: Teachers DATE: February 17, 2017
FROM: Esther Leon,
Principal
SUBJECT: **PROGRESS REPORTS/PARENT CONFERENCES FOR 2nd REPORTING PERIOD**

Parent Conferences are scheduled for February 28-March 3. In order to have Progress Reports to distribute at the conferences, teachers must enter grades in the ISIS/LAUSDMAX system and submit *Work & Study Habits Report and Achievement Report* **by Thursday, February 23rd**. Only students who have been in attendance for 15 days or more must receive progress reports.

Please include the following information during a conference with a parent:

- ✓ Results of the recent Language Arts and Math performance tasks
- ✓ DIBELS data
- ✓ Student's academic goals
- ✓ What interventions the student is being offered (including in-class interventions)
- ✓ Upcoming SBAC test (Grades 3-5) and need for computer proficiency

The window for entering grades has already opened. **Please remember that a warning notice must have been sent to parents before you indicate possible retention on progress report.**

Please refer to the [Progress Report: Practices and Procedures memo](#) for the district's grading policy. The memo is located on the [Documents page on noblek5.com](#), in the Essentials box.

Please see an Office Technician or me if you have any questions or concerns or if you cannot log on to the Online Progress Report system. Thank you for your cooperation.

Teacher Verification Report due to Esther Leon
by Thursday, February 23rd.
Achievement and Work/Study Habits Reports **only**.