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Statement of.....

## **Policy and Responsibility**

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SUBJECT: REPORTING OF STUDENT PROGRESS

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I. Parent/Student Access to Grades and Progress Reports

- a. Teachers in grades K-12 will provide secure access by parents and students to student grades and progress reports (Utah Code Section 63D-1-105-2). Access will be provided through use of the District's student information system (SIS 2000).
- b. Teachers in grades K-6 will update their electronic grade book at a minimum, every other week.
- c. Teachers in grades 7-12 will update their electronic grade book each week.

II. Students Failing

Teachers in grades K-12 will provide notice to parents/guardians when a student is failing or is at risk of failing. For grades 7-12, notices will be reported a minimum of three times during the term. Minimum reporting periods will be prior to midterm, at midterm, and two weeks before the end of the term.