

# Interim Grade Reports

In addition to three formal reporting periods, Flex Academy has developed an Interim Grade Report (IGR) to ensure families are aware of any challenges or concerns regarding their child’s progress between reporting periods.

## About the IGR:

- IGRs are an optional report designed for teachers to communicate to families any concerns that they may have with a student. For example:
  - A student is performing below expectations
  - A student has significantly dropped in their course progress or achievement
  - There is a lack of communication with the teacher
  - General concerns regarding a course grade
  - If a student is in danger of failing a course
- An IGR can be sent out at any point; however, the natural checkpoints for teachers will be in October, January and April - the mid points of each term.
- It is possible for a student to receive more than one IGR in a school year.
- IGRs will be completed on a per subject basis.
- IGRs will not replace early interventions, ongoing communication, or formative feedback provided by a teacher.

## How it will look:

The IGR will include the **teacher’s name**, the **current interim grade**, the current **course completion percentage** (if applicable), and two comment fields. The teacher will identify their **cause for concern**, and provide information on **ways to support learning** in the comments.

Interim Grade Report	
Course	Mathematics 09
Date Submitted	2019-11-21 13:16:46
Submitted By	Jeremy Tjosvold
Interim Mark	Incomplete
Percent Completed	5%
Cause for Concern	Tony is falling behind schedule in his course pacing and is at risk of not completing on time if he continues at this rate. In addition, when submitted his work appears rushed with minimal effort spent to demonstrate his full abilities.
Ways to Support Learning	Create scheduled work periods that Tony can be held accountable to, and will help him get back on pace to complete the course in time.  Encourage Tony to have some one review his work prior to submission to ensure he is putting forward his best efforts. Please encourage Tony to access my help during my zoom office hours or use the Student Support Centre.

Parents will receive an email with a PDF of the IGR when a teacher creates it, and can view it in Encom via the Interim Grade Report Button