Interim Grade Reports

In addition to two 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 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 during the year; however, the natural checkpoints for teachers will be in October, January, and April: the midway points for 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.

- For students in grades K-9, the teacher may write one broad comment that addresses overall concerns in all subjects.
- For students in grades 10-12 and all course specific subjects (e.g., online, CC+), each course teacher has the option of completing an IGR.

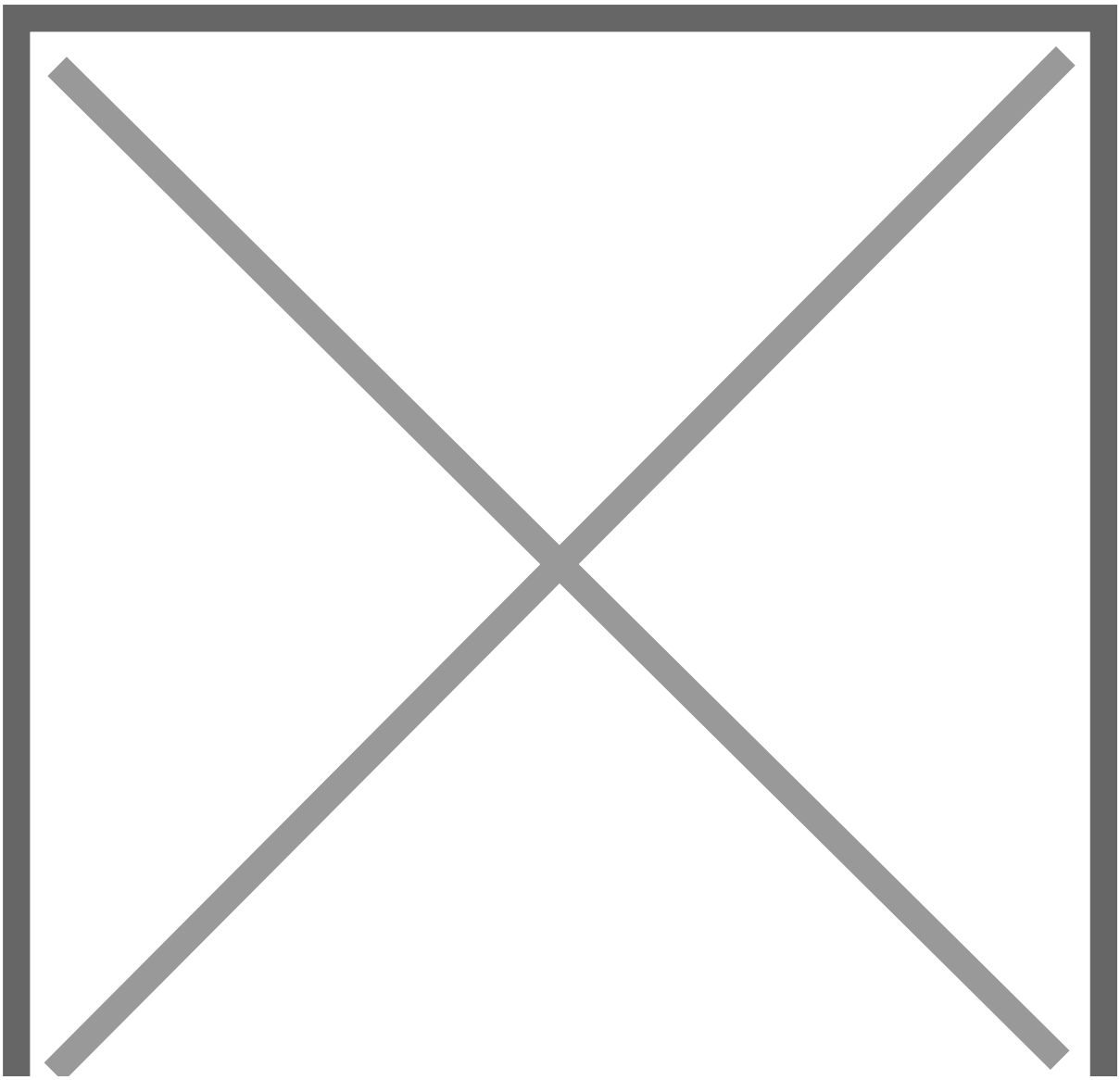
> IGRs do not replace early interventions, ongoing communication, or formative feedback provided by a teacher.

Viewing the IGR

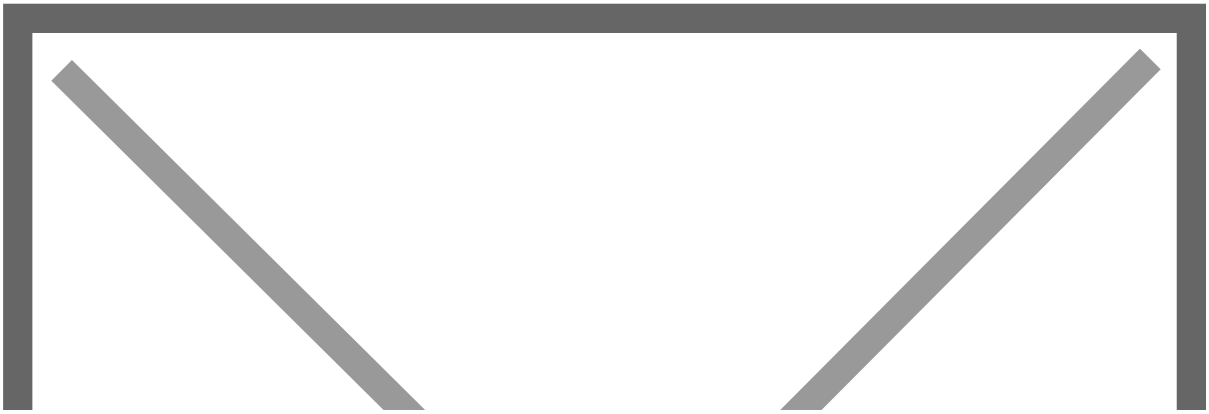
The IGR will include the **course name**, **date submitted**, **teacher's name**, **current interim mark**, the current **course completion percentage** (if applicable), and two comment fields where the teacher will identify their **cause for concern** and provide information on **ways to support learning**.

There are two ways to view the IGR.

Through email:

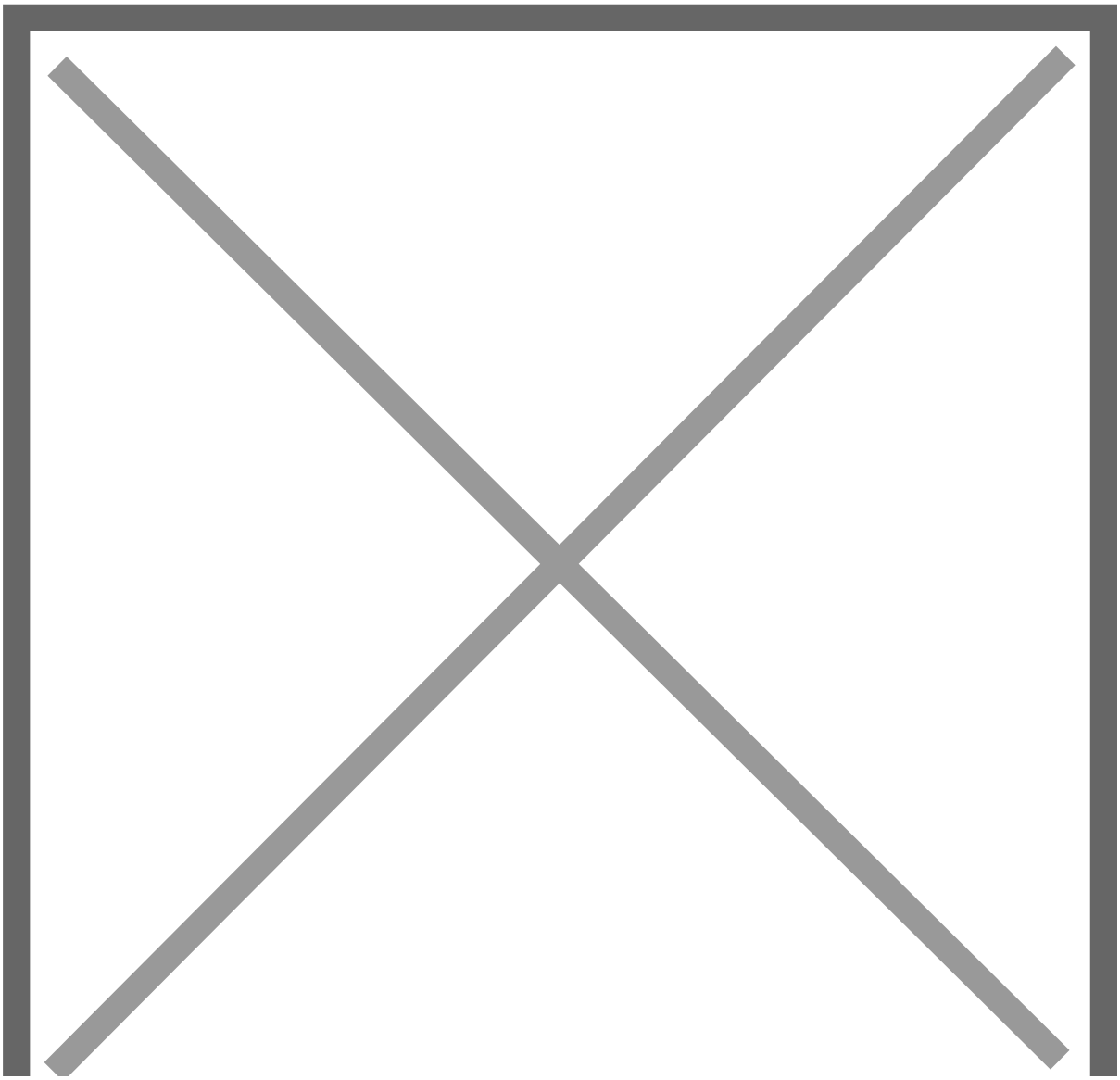


Or in Encom with the student’s report card:



Parents will receive an email with a PDF of the IGR when a teacher creates it and can view the IGR in Encom via the Interim Grade Report Button from the student’s report card.





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