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September 19, 2019

Kenneth W. Soistman, President
 Michael Kelleher, Principal

Re: Parent Gradebook Portal & Progress Reports

Dear Parents,

I write to share some exciting updates about 1) our newly opened Parent Gradebook Portal on FACTS-SIS and 2) our procedures regarding how quarterly Progress/Interim Reports are distributed:

1) Parent Gradebook Portal:

Every parent/guardian who has access to their FACTS-SIS account user name and password can now see their student's 1) grades, 2) attendance, and 3) behavior. Currently, Middle School teachers are using Google Calendar for their Homework assignments. Therefore, the Homework tab in FACTS-SIS will be visible but not be populated.

The PDF attached entitled "Parent Access to FACTS-SIS" will offer instructions on how to setup or access your account. If you forgot your password, then follow the prompts to reset it. If you have not already done so, please have your accounts set up by Wednesday, Sept 25.

The Parent Portal will stay open until October 16. On Oct 16, the Parent Portal will close so that grades can be finalized for the 1st quarter. After hard copy report cards go home, the Parent Portal will reopen on Oct 23 for the 2nd quarter. Future dates and reminders will be sent in the Wednesday News.

2) Progress Reports:

Teachers have been instructed to update their gradebooks by Friday, Sept 20. Classes that score on a 0-100 scale (All Middle School Classes and 3rd-5th grade Core Classes) will no longer be issuing Interim/Progress Reports. Simply check online to review your child's progress. The office will send emails with a Interim/Progress Report on behalf of classes that issue grades as a 3, 2, or 1 (Kinder-2nd – All Classes; 3rd-5th – Resource Classes). No one will receive a paper interim report. Any student receiving a D (69-60) or F (59 or below) as of interims (Sept 20) will receive an email from the subject teacher.

Use this table to determine what type of progress report you will receive:

Level	Core Classes (Math, Science, Language Arts, Religion, History)	Resource Classes (Art, Library, Music, PE, Spanish)
Junior Kinder	No Interim Issued	No Interim Issued
Kinder	Interim emailed no later than Sept 25	Interim emailed no later than Sept 25.
1 st grade	Interim emailed no later than Sept 25.	Interim emailed no later than Sept 25.
2 nd grade	Interim emailed no later than Sept 25.	Interim emailed no later than Sept 25.
3 rd grade	Check grades in FACTS-SIS Sept 20.	Interim emailed no later than Sept 25.
4 th grade	Check grades in FACTS-SIS Sept 20.	Interim emailed no later than Sept 25.
5 th grade	Check grades in FACTS-SIS Sept 20.	Interim emailed no later than Sept 25.
6 th grade	Check grades in FACTS-SIS Sept 20.	Check grades in FACTS-SIS Sept 20.
7 th grade	Check grades in FACTS-SIS Sept 20.	Check grades in FACTS-SIS Sept 20.
8 th grade	Check grades in FACTS-SIS Sept 20.	Check grades in FACTS-SIS Sept 20.

Our hope is that these improvements will allow you greater access to the information needed to ensure that you are and will remain the first educator of your child.

With all the saints,

Michael Kelleher - Principal