

## Program and Learning Services Department

### Memorandum

**TO:** Elementary Principals and Vice Principals

**COPY:** M. Mazzorato, Director of Education  
D. Amaral, Associate Director, Instructional Services  
D. Del Bianco, Associate Director of Corporate Services  
J. Cherepacha, Executive Superintendent of Finance, Chief Financial Officer and Treasurer  
Supervisory Officers  
R. Procopio, President, OECTA Elementary  
D. Kossel, President, DPERWA  
J. Smylie, President, OECTA-Occasional Teachers  
S. Donahue, President Principal/Vice Principals' Association

**FROM:** Carmel Murphy, Superintendent of Program and Learning Services

**DATE:** June 12, 2019

**RE:** 2019-2020 ELEMENTARY PROGRESS REPORT / REPORTING DATES

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Greetings,

Recently, a committee comprised of representatives from OECTA Elementary, Program and Learning Services Department, Principal/Vice Principal's Association and Employee Relations met to develop recommendations for dates for elementary report card submissions to the office, elementary report cards being sent home, and elementary parent/guardian teacher interviews during the 2019-2020 school year.

#### Overview

The committee has recommended the following dates for the submission of *Kindergarten Communication of Learning documentation* and *Grades 1 – 8 report cards*:

#### **1. Progress Report Dates**

*Submitted to Office*  
November 1, 2019

*Progress report sent home:*  
November 12, 2019

*Interview evening – reporting to parents/guardians:*  
November 14, 2019 (as needed for particular students)

## **2. Report Card Dates**

### ***Term 1***

*Report card writing day:*  
January 20, 2020

*Submitted to office:*  
January 24, 2020

*Report cards sent home:*  
February 4, 2020

*Interview evening – reporting to parents/guardians:*  
February 6, 2020

### ***Term 2***

*Report card writing day:*  
June 8, 2020

*Submitted to office:*  
June 12, 2020

*Report cards sent home:*  
June 23, 2020

## **3. Official Term Date**

Term two begins January 30, 2020

CM:dc