



## THE ARCHDIOCESE OF SAN FRANCISCO

DEPARTMENT OF CATHOLIC SCHOOLS

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Dear Parents and Guardians,

November 1, 2011

For the past two years a committee of principals and teachers has met regularly to design new Archdiocesan Report Cards for the K-8 elementary schools. Each of the previously used cards has been dissected, evaluated, and redesigned.

A report card is an integral part of the educational process and has several important functions:

- To inform parents/guardians about student progress
- To motivate the student
- To assist the teacher in assessing students needs
- To record student achievement

The most substantive changes were made in the primary cards. The Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade cards are standards based where teachers will indicate what standards are being met as the year progresses. Teachers will not be assessing each subject area using O's for outstanding, S's for Successful, etc. The standards based report card gives a more accurate picture of a student's progress:

- Helps with skill development at that age
- Communicates the accuracy of the skills the students are learning
- Focuses attention on skill development rather than grades
- Uses an age appropriate standard

The 3<sup>rd</sup> – 5<sup>th</sup> grade cards have had the least amount of changes and the middle school cards have a more elaborate coding system.

The last major change will affect the co-curricular subjects: art, music, physical education, and technology. Schools may use a P (Participates) and NP (Does not Participate), or they may use the standard marking code for these subjects. This decision is left to the discretion of each school.

This academic year all elementary schools in the Archdiocese will begin using the revised report cards.

Hopefully, these cards will give you greater insight into how your child performs in school. It is our hope that this refined tool will better assist all in assessing educational progress.

Sincerely yours,

Ms Maureen Huntington  
Superintendent of Catholic Schools  
Archdiocese of San Francisco