

To Parents:

In order to make sure that families are informed in the timeliest way possible, we are now going to post progress grades for students to Parent Portal approximately every three weeks or four separate times per trimester. This is an increase from only two times per trimester. This will begin trimester two of the 2007-08 school year.

Shortly after grades are entered by teachers, grades will appear in Parent Portal. Reports will also be mailed home for any students earning a grade of D or lower in any one or more of their classes.

If you would like to know more about or to sign up for Parent Portal where you can have access to your student's grades, attendance, behavior, progress reports, report cards, and transcripts; please contact Spring Lake Parks Schools technical support at 763-795-5901 or email them at portal@district16.org. There is no cost for this service and it can be accessed from any computer with internet access.

To Teachers:

The window for each progress/end term report will typically open on a Thursday at 7:30AM and close on Monday at 7:30AM. That way, teachers will have at least 4 days (including weekends) to post each progress/final grade.

Progress reports 1, 2, & 3 each trimester for any students with a grade of D or lower in any class will be mailed within 5 days of the grading window closing.

Final Reports each trimester will be mailed within 5 days of the grading window closing.

Incomplete grades are only allowed at final report time.

TRIMESTER TWO:

Progress Report # 1 –	Grading window OPENS at 7:30AM on December 20 Grading window CLOSES at 7:30AM on January 3	
Progress Report #2 -	Grading window OPENS at 7:30am on January 24 Grading window CLOSES at 7:30am on January 28	COMMENTS REQUIRED
Progress Report #3 -	Grading window OPENS at 7:30am on February 14 Grading window CLOSES at 7:30am on February 19	
Final Report -	Grading window OPENS at 7:30am on March 6 Grading window CLOSES at 7:30am on March 17	COMMENTS REQUIRED

TRIMESTER THREE:

Progress Report # 1 –	Grading window OPENS at 7:30AM on April 3 Grading window CLOSES at 7:30AM on April 7	
Progress Report #2 -	Grading window OPENS at 7:30am on April 24 Grading window CLOSES at 7:30am on April 28	COMMENTS REQUIRED
Progress Report #3 -	Grading window OPENS at 7:30am on May 15 Grading window CLOSES at 7:30am on May 19	
Final Report -	Grading window OPENS at 7:30am on June 2 Grading window CLOSES at 7:30am on June 9	COMMENTS REQUIRED

Comments – Comments are required for Progress Report #2 and for the Final Report.