

Place on school letterhead

Dear Parent/Guardian,

The Palm Beach County School District uses a report card that identifies student progress toward grade level benchmarks for Florida’s Standards and Florida Standards Access Points for Mathematics and English/Language Arts and Next Generation Sunshine State Standards and Access Points for all other subject areas in kindergarten through fifth grade. You will receive three report cards this school year.

This report card tells you how your child is performing based on the standards which define what students should know and be able to do at each grade level. The report card has two types of marks: *Performance Codes* and *Standard Codes*.

PERFORMANCE CODES	
<input type="checkbox"/>	Based on progress toward meeting the grade level standards.
<input type="checkbox"/>	Based on progress toward meeting the grade level Access Points standards.
EX	Exemplary - Demonstrates broad in-depth skill/concept development that most often exceeds "grade level standards"
PR	Proficient - Demonstrates skill/concept development that meets "grade level standards"
AP	Approaching - Demonstrates skill/concept development that is beginning to meet "grade level standards"
ND	Needs Development - Demonstrates skill/concept development that is significantly below "grade level standards"
STANDARD CODES	
X	Student meeting standards
#	Area of concern
0	Not assessed

The **Performance Code** is based on your child’s progress toward meeting the grade level standards. The code EX- Exemplary means the student demonstrates broad in-depth skill/concept development that most often exceeds grade level standards; PR- Proficient means the student demonstrates skill/concept development that meets grade level standards; AP- Approaching means the student demonstrates skill/concept development that is beginning to meet grade level standards; and ND- Needs Development means the student demonstrates skill/concept development that is significantly below grade level standards. In all content areas, the Performance Code represents a child’s overall understanding of all standards taught within a particular trimester. All assessments/tasks are analyzed to determine level of mastery of the standards as well as the level of complexity of assessments/tasks. For **reading**, in order to be Proficient, a student must demonstrate skill/concept development that is beginning to meet “grade level standards” in grade level text of all genres for that time of the year.

The **Florida Standards Access Points** reflect the key concepts of the Florida Standards with reduced levels of complexity. They are written to ensure the core intent of the standards, for students with significant cognitive disabilities, which apply to all students in the same grade level. The IEP team determines the need for Access Points. Progress toward the grade level Access Points will be indicated on the report card using Performance Codes and Standards Codes.

The **Standard Code** connects to the Florida Standard or Access Point, which may be found online at <http://www.cpalms.org>. These codes mark the progress of the specific standards in which the student received instruction. An “X” means the standard is being met, “#” means the standard is an area of concern, and a “0” means the standard was not assessed during this time.

Art, music, and physical education teachers will give marks for effort and participation in the **Fine Arts** section of the report card. The “#” symbol indicates an area is a concern, and an “X” means the area is acceptable.

The **Supplemental Education Plans** section indicates whether your child has a supplemental education plan. A (+) mark next to a plan means your child has a plan in place.

The next section of the report card is **Attendance**. The attendance section shows the total number of days in the reporting period. The number of days present is shown along with the number of days absent and the number of times tardy. Excessive absences and tardies are cause for concern.

Characteristics of Proficient Learners reflect how a child is participating in class and how they are performing on assignments in class and homework. The mark of “+” means that your child needs additional support in this area.

Teacher Comments are the final section of the report card and are given each reporting period. Teacher comments in reporting periods 1 and 2 will indicate whether your child is on track for promotion. **End of the Year Teacher Comments** will only be marked in reporting period 3 and will tell you if your child has been promoted or retained.

After reviewing the report card, if you still have questions or concerns about your child’s progress, please contact your child’s teacher for a conference. The intent of the standards-based report card is to communicate each child’s progress so that parents/guardians, teachers, and administrators can better serve individual student’s needs. As a parent/guardian, you play an important role in supporting the school’s efforts to raise student achievement.

Sincerely,

Principal