

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 500-13</b>
<b>Subject:</b> <b>INTERIM REPORT PROCEDURES</b>	<b>Issued:</b> <b>1/22/79</b>
<b>Preparing Office:</b> <b>Office of the Superintendent</b>	<b>Amended:</b> <b>12/13/17</b>

I. Policy

II. Procedures

- A. Teachers are encouraged to maintain contact with parents and students regarding student progress. Parents and students are encouraged to regularly access grades online and to sign up for automated alerts regarding student classroom performance.
- B. Interim progress is communicated for the purpose of notifying students and parents about classroom performance. When teachers have concerns about student performance, interims shall be issued promptly in order to allow time for correction and improvement.
- C. Interim reports are to be used whenever any of the following conditions exist:
  - 1. A student's performance has dropped two (2) or more letter grades.
  - 2. A student's performance is not satisfactory.
  - 3. A student is failing. \*
- D. Interim progress may be communicated at any time during the marking period. However, the deputy superintendent will specify dates for each of the four (4) marking periods on which interim reports must be sent if warranted by the conditions noted in section C. above.
- E. Teachers and building staff have the latitude to design reporting forms for purposes noted in section C above if they so desire. Such forms should be submitted to the building principal for approval prior to their use.

\* NOTE: No student shall receive a failing mark without prior notification to student and parent. If a student's failing status occurs after the normal date for issuance of interim reports, notification should be made as soon as possible.

Approved:

*Original signed by*

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Theresa R. Alban  
Superintendent