Written Correspondence

Prince William County PUBLIC SCHOOLS *Providing A World-Class Education*

Student: Grade

2020-2021
School Name
School Address
Manassas, VA 20112

Report Period
Marking Period 1 from 9/8/2020 to 10/30/2020

Course Title	Teacher	Academic Marks										Attendance		Comments
		1ST PER	2ST PER	SEM 1st	3rd PER	4th PER	SEM 2nd	EXM	FIN	EFF	CON	CUR ABS	CUR TDY	

Explanation of Marks

Academic Marks	Effort/Conduct
A and B+ = Advanced, B and C+ = Proficient C and D+ = Basic, D and F = Below Basic I = Incomplete, AU = Audit	O = Outstanding S = Satisfactory U = Unsatisfactory
ADV, PreAP, IBMYP, PreIB, IGCSE = Advanced Level Courses + Denotes Advanced/Accelerated, Advanced Placement	

Days Enrolled:

To Parent/Guardian of:

Days Present: Days: Absent

A translation of this template has been provided to the student.

تم تزويد الطالب بترجمة لهذا النموذج Arabic

该模板的翻译已提供给学生. Chinese

ترجمه این صفحه به دانش آموزان ارائه می‌شود. Farsi

해당 견본 번역본이 학생에게 제공

되었습니다. Korean

اس رپورٹ کارڈ کا اُردو ترجمہ طالبعلم/طالبہ کو فراہم کیا گیا ہے۔ Urdu

Một bản dịch của mẫu này đã được gửi cho học sinh. Vietnamese

School Name
Homeroom Teacher Name

To Parent/Guardian of:

High School Comments: **High School Comments**	**Middle School Comments:** **Middle School Comments**
Teacher requests a conference Teacher requests a conference	Additional Comments Attached Additional Comments Attached
Student cooperative/courteous Student cooperative/courteous	Actively Participates in Class Actively Participates in Class
Needs more self-control Needs more self-control	Definite Improvement Shown Definite Improvement Shown
Needs to be more attentive Needs to be more attentive	Failure to Complete Homework Failure to Complete Homework
Communicates effectively Communicates effectively	Student Courteous/Cooperative Student Courteous/Cooperative
Basic skills need improvement Basic skills need improvement	Diligent in Preparing Homework Diligent in Preparing Homework
Diligent in preparing homework Diligent in preparing homework	Work is of High Quality Work is of High Quality
Assignments not completed Assignments not completed	Prepare Homework More Carefully Prepare Homework More Carefully
Actively participates in class Actively participates in class	Needs to Bring Class Materials Needs to Bring Class Materials
Work is consistently high quality Work is consistently high quality	Needs to Participate in Class Needs to Participate in Class
Definite improvement shown Definite improvement shown	Needs More Self Control in Class Needs More Self Control in Class
Needs to bring class materials Needs to bring class materials	Grade Affected Due to Absences Grade Affected Due to Absences
Needs to prepare for tests/quizzes Needs to prepare for tests/quizzes	Should Complete Work on Time Should Complete Work on Time
Less than 60% work completed Less than 60% work completed	Missed Work Not Made Up Missed Work Not Made Up
Absences/Tardies affect achievement Absences/Tardies affect achievement	Low Test and Quiz Grades Low Test and Quiz Grades
Failure to dress for Physical Education Failure to dress for Physical Education	Participates in Adjusted Program Participates in Adjusted Program
Performance exam exemption Performance exam exemption	Participates in modified curriculum per IEP Team Participates in modified curriculum per IEP Team
SOL exam exemption SOL exam exemption	Performance Exam Exemption for HS Credit Course Performance Exam Exemption for HS Credit Course
Participates in modified curriculum per IEP Team Participates in modified curriculum per IEP Team	SOL exam exemption SOL exam exemption
	Passed CTE competency Passed CTE competency