**Final Summative Report Card IEP Instructions**

For students not on an IEP :

* delete the following message from the top of the report:

“Your child’s educational program is partly based on the goals, strategies and adaptations as set out in their Individualized Education Plan (IEP). Where your child in not yet able to meet grade level learning outcomes, written comments are provided to indicate learning progress.”

* You may grey out the IEP column
* DO NOT CHECK THE IEP BOXES NEXT TO THE SUBJECTS
* Complete report

For students on IEP :

* check IEP box and leave the following message:

“Your child’s educational program is partly based on the goals, strategies and adaptations as set out in their Individualized Education Plan (IEP). Where your child in not yet able to meet grade level learning outcomes, written comments are provided to indicate learning progress.”

THEN:

1. For student on an IEP who is able to meet grade level learning outcomes with adaptations:
* Check IEP box by subject where adaptations apply
* complete the scale
* include a written comment
1. For student on an IEP who is not yet able to meet grade level learning outcomes:
* Check IEP box
* **leave scale blank** (do not check any other boxes for the subject)
* provide structured written comments regarding learning progress.