**Frequently Asked Questions**

**Term 1 and 2:**

How many copies do I need to print?

Two copies, one to send home and one for the G4 file. Make sure they are signed by your administrator and attendance sticker is attached before copying.

**Term 3:**

How do I complete the PR card?

Print a copy of the summative report card and attach to the PR card (you don’t need to attach the competencies to the PR card.)

How many copies do I need to print?

If being done digitally 2 copies: one copy should be printed to go in the G4 and one to be attached to the PR card.

If not being done digitally 3 copies should be printed: one for the G4, one for the PR card and one to be sent home to the parents.

If I do the summative report card online, how do I include the Core Competencies student’s self-reflection?

Put a check mark in the box indicating that the self-reflection sheet has been completed and sent home by term 3.

How long does my comment need to be for each subject area in the summative report card?

One to two lines is sufficient, and the comment should reflect the student’s growth over the year. Please check the reporting website for examples of student growth comments.

When should I have students reflect on the Core Competencies?

Once a year minimum for each of the 3 areas: Communication, Thinking, Personal and Social. It is the teacher’s choice for when they have the students assess their core competencies.

**Conferencing:**

How long will it take for me to prepare for student-led conferences?

You will spend some class time working with the students to create self-assessments, choosing work to show and developing strategies for running or moving through the conference. You will find this process integrates quite nicely with your regular classroom program and work and creates a positive feedback loop as regards the student’s learning and effort in the classroom.

What if, despite my best efforts, I cannot get a parent in for a conference?

Develop a plan with your principal for this. You may find some parents can’t come in but are open to alternative communication methods. In some rare cases, an individualized, alternate report may be generated.

Is there a set format for the conference?

There is flexibility to manage the conference within your professional judgment. The reporting principles document provides the only constraint and states that the conference must be, “student-inclusive” and that, “These conferences are to be documented using new exemplars.”

How long does the conference last?

To cover the review of the student’s learning, do the goal setting and generate the report document, the conference will take 15-20 minutes.

Who is expected to attend the student-inclusive conference?

At minimum, the teacher, the student, and a primary caregiver for the student should be at the conference.

What if the parent shows up for the conference without the student?

Explain that this will not meet the reporting requirements of a ‘student-inclusive conference model’ and rebook the conference.

How do we meet the informal reporting requirements in this reporting process?

There is a lot of flexibility here. Consider integrating routine back and forth communication within your program. You might also want to consider some regular review of students’ learning goals allowing for feedback from the student and the parents.

How many conferences are involved in this reporting process?

There are two conference/reports (fall and spring) and a final non-conference report at the end of the school year.