



To: *Elementary Principals
Early Childhood Teachers*

From: *Dr. Louis P. De Angelo*

Re: *PreK-4 Progress Report – Trimester 1*

Date: *October 12, 2014*

Through the efforts of the Early Childhood teachers and Sr. William Adele, SSJ, Assistant Superintendent, the PreK-4 Progress Report – Trimester 1 has been revised and standardized. Since all elementary schools currently have a PreK-4 program, it is desirable to have a common progress report in the same manner in which report cards are standardized in Grades K-8.

A few notes about the PreK-4 Progress Report – Trimester 1

1. This progress report is only for Trimester 1. A more complete progress report assessing skills across the Pre-Kindergarten benchmarks will be available for Trimesters 2 and 3. The progress report for Trimesters 2 and 3 is in design by Early Childhood teachers.
2. The progress report may be issued at the interim of the trimester, the end of the trimester, or both times. It is a local decision of the school but it should be consistent within a school with multiple sections of PreK-4 classes.
3. The progress reporting scale has been modified from its prior version. The elements of the progress report remain the same as the prior version.
4. In the Teacher Comments section, teachers are encouraged to offer narrative feedback about the student's successes and to indicate any area where the parent may help the child to grow.
5. The progress report bears the diocesan crest. Therefore, it may not be edited with additions or deletions in any way. If a teacher wishes to provide additional documentation to parents, the additional documentation should bear the crest of the school.
6. The progress report is designed for PreK-4 only. It is not designed for use in PreK-3 programs.



We are grateful for the work of those involved in this PreK-4 project. Updated benchmarks will be issued along with the revised PreK-4 Trimester 2 and 3 progress report in the near future.

The next meeting of Early Childhood teachers working on this project is Thursday, November 13, 1:00-3:00 pm. The site will be announced in *Principal's Notes*, the weekly memo sent to principals. A site at which teachers may conference call, if their schools are located in the southern end of the diocese, will be selected.