



**To:** *Elementary Principals  
Early Childhood Teachers*

**From:** *Dr. Louis P. De Angelo*

**Re:** *PreK-4 Progress Report – Trimesters 2 and 3*

**Date:** *February 26, 2015*

Thank you to the Early Childhood teachers, Sr. William Adele, SSJ, Assistant Superintendent, and Barbara Moore, Technology Coordinator, for completing the revision of the PreK-4 Progress Report – Trimesters 2 and 3. 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 – Trimesters 2 and 3

1. 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.
2. The progress report is in pdf format. The “Add Text” tool was applied to the pdf document so that a teacher has the option of typing on the report card. Typing is done by clicking one time on the “Add Text” icon that appears at the top of the document. Typing on the progress report, especially in the comments section, certainly enhances its professional appearance.

If a teacher has any questions or concerns about using this tool, please see the Technology Coordinator in the school. If additional assistance is required, please contact Barbara Moore, Technology Coordinator.

3. 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.
4. 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. The updated benchmarks, also now completed, will be issued soon.