

Hey Spartan Family! Thank you to many of you that had to work with me to get changes made to perfect any needed report card corrections in the last few days! You have been great!

PLEASE READ CAREFULLY REGARDING REPORT CARD PROCESS:

In your mailbox is a homeroom roster, report cards, and the checklist below. Please read and complete all needed tasks prior to Friday by 1:30 as we will be sending students to homeroom prior to the 2:00 dismissal to distribute report cards and testing information. Schedule to be sent out later.

PLEASE BE MINDFUL OF VACANCIES WITHIN YOUR DEPARTMENT AND NEW TEACHERS! If you can please help out with substitutes covering and new staff with homerooms to get info organized to distribute as well as entering names for Principal's List and Honor Roll prior to Friday afternoon. I will check reports for those classes and get the info to the subs but please offer help if needed Friday afternoon. The roster in your mailbox has a handy column to check off PL or HR as you check to help with entering names :)

Homeroom Teachers 1st Semester Report Card Checklist

- Have a report card for each student on roster
- Each semester long course has an F1
- Every course has a Q2
- Every course has a comment

Principal's List and Honor Roll Entry Form

bit.ly/Q2PLHR1920

- Follow requirements for both
 - PL - all As or Bs for Honors/IB/AP
 - HR - As and Bs or Cs for Honors/IB/AP
- Please submit even if you have no honorees
- Submit MULTIPLE times for as many students as recorded in your homeroom

Pass out any **testing reports** placed in your mailbox between now and Friday afternoon - please check your box a few times between now and Friday afternoon for additional papers!

Thank you for all of your help in getting these documents and information accurately distributed!!

Please contact your administrator if you have any questions or concerns with errors discovered on any report card as you review!



Amanda Huber

Smithfield-Selma High School

Assistant Principal Intern

Principal Resident

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