

**MONTGOMERY COUNTY PUBLIC SCHOOLS  
ROCKVILLE, MARYLAND 20850**

**REPORT TO PARENTS ON STUDENT PROGRESS  
IN THE ELEMENTARY GRADES 3 - 5**

School		No.	
Student ID	Grade	Section	School Year
Student Name and Address			

ATTENDANCE RECORD AS OF:											
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Absent											
Tardy											

SUBJECTS	Report Period				Year Average
	1st	2nd	3rd	4th	
Reading Comprehension.....					
Listening Comprehension .....					
Writing Process .....					
Usage/Grammar/Punctuation/Capitalization .....					
Spelling .....					
Handwriting.....					
Speaking.....					
Mathematics .....					
• Concepts .....					////
• Computation .....					////
• Application/Problem Solving .....					////
Social Studies .....					
Science .....					
Music .....					
Art .....					
Physical Education .....					
Instrumental Music (Elective) .....					

LEARNING SKILLS	Report Period			
	1st	2nd	3rd	4th
<b>EFFORT</b>				
Task Completion				
• Returns completed homework.....				
• Completes classwork.....				
Participation				
• Engages in learning tasks.....				
Feedback				
• Uses feedback to improve learning				
<b>BEHAVIOR</b>				
Teamwork				
• Cooperates with others toward common goals.....				
Rules and Procedures				
• Follows oral and written directions				
• Exercises self-control.....				

Supplementary Reports Attached (Check if Applicable)				
• English for Speakers of Other Language (ESOL) .....				
• Teacher Comments .....				
• Other: _____				

See Back for Explanations

See Back for Explanation	Report Period								
	1st		2nd		3rd		4th		
	Reading	Math	Reading	Math	Reading	Math	Reading	Math	
Above Grade Level									
On Grade Level									
Below Grade Level									

\_\_\_\_\_  
Homeroom Teacher's Name

**IMPORTANT DOCUMENT FROM MONTGOMERY COUNTY PUBLIC SCHOOLS**

*TO THE PARENTS OR GUARDIAN OF:*

**EXPLANATION TO PARENTS  
GRADES 3 - 5**

One of the most important responsibilities of the Montgomery County Public Schools is to keep parents informed of their child's progress. At the elementary school level, parents can expect the following communications from the school during the year:

- at least one parent conference each year
- four report cards

**Please make note of the student's address on the front of this report card. If it is not accurate, please contact the school office immediately.**

The report appearing on the other side of this card is intended to give you a clear understanding of the level of your child's achievement as well as a summary of strengths and weaknesses. The grades appearing on the card are assigned by the teacher providing the instruction. Different subject areas may be taught by different teachers, so several teachers may have provided grades for this report card.

The grades are averages of your child's work during the report period. They are based on how well your child has attained the instructional and performance objectives taught during the report period. MCPS uses letter grades to indicate achievement in academic subjects. Here are the letters used and their meanings:

- A Outstanding level of performance
- B High level of performance
- C Acceptable level of performance
- D Minimal level of performance
- E Unacceptable level of performance
- NA Report on progress is not applicable at this time because the student has not been in class long enough or because the student is ESOL level 1 and his/her English skills limit ability to demonstrate learning in this subject. Contact the classroom teacher for more information.

The letters O, S, and N indicate the following:

- O Outstanding level of performance
- S Satisfactory level of performance
- N The level of performance needs to be improved
- NA See NA above

The letters O, S, and N are used to indicate performance in the following areas:

- art
- music
- instrumental music
- physical education
- handwriting
- mathematical subcategories (concepts, computation, application/problem solving)

Here are further explanations of the labels appearing in each of the sections of the report card.

**Subject Grades**

**Reading Comprehension** - How well your child understands the narrative, expository, and procedural texts he or she reads.

**Listening Comprehension** - How well your child understands narrative, expository, and procedural texts that are read to him/her.

**Writing Process** - How well your child is able to inform, persuade, and express thoughts and feelings in writing using the four stages of the writing process: prewriting, first draft, revising and editing, and preparing the final product.

**Usage/Grammar/Punctuation/Capitalization** - How well your child uses grammar, capitalization, punctuation, and proper usage in written work.

**Spelling** - How well your child performs on spelling tests and in using correct spelling in writing assignments.

**Handwriting** - How well your child performs handwriting skills such as letter formation, slant, size, spacing, and legibility.

**Speaking** - How well your child can make oral presentations to tell a story, inform, or express thoughts and feelings.

**Mathematics** - This is your child's overall grade in mathematics. The grade is supported by the following categories:

**Concepts** - How well your child understands math concepts and their use. The letters O, S, or N indicate your child's relative strength or weakness in this area.

**Computation** - How well your child recalls basic facts and is able to use them in addition, subtraction, multiplication, and division. The letters O, S, or N indicate your child's relative strength or weakness in this area.

**Application/Problem Solving** - How well your child is able to use concepts and computation skills in solving problems. The letters O, S, or N indicate your child's relative strength or weakness in this area.

**Grade Level Section**

This section shows you whether your child is achieving at grade level, above grade level, or below grade level in reading and mathematics during each report period based on the materials used for instruction. In Grade 1, this indicator is used beginning in the third report period.

**Learning Skills Section**

Learning skills (nonacademic indicators) are factors that influence achievement, reported separately from an academic grade. This section shows you what your child is doing that helps or hinders his/her learning. In Grades 3 through 5, the letters I, L, F, R, and NI are used to report information about the learning skills.

- |                           |                           |
|---------------------------|---------------------------|
| I Independently           | R Rarely                  |
| L With Limited Prompting  | NI Not enough information |
| F With Frequent Prompting |                           |

**Supplementary Reports Attached**

In addition to the information on the report card, teachers may choose to send you an additional report on a particular aspect of your child's achievement. This section indicates whether any supplemental reports are attached.