

Office of Curriculum and Instructional Programs
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland

June 16, 2006

MEMORANDUM

To: Secondary Principals

From: Jody A. Leleck, Associate Superintendent

Subject: Secondary Grading and Reporting Look Fors

This memorandum provides you with the document, *Secondary Grading and Reporting Look Fors*, which serves as a guide for continuing to implement grading and reporting in Grades 6–12. The attached document was developed by the Grading and Reporting Implementation Team (GRIT), a multi-stakeholder group convened by Dr. Frieda K. Lacey, deputy superintendent of schools. The intent of the Look Fors is to provide students, parents, teachers, and school-based and central office administrators with a common tool for reviewing grading and reporting practices within and among schools. The Look Fors may be used by individuals, teams, schools, and central office staff, as we all continue to work toward consistent implementation of Policy IKA, *Grading and Reporting*.

The list below presents potential uses for the *Secondary Grading and Reporting Look Fors*:

- Individual teachers reviewing their own practices.
- Course teams or departments discussing consistency of processes.
- School leadership teams developing or revising school grading processes.
- School administrative and supervisory staff reviewing course team or departmental grading processes.
- School administrative and supervisory staff examining written communications to students and parents on school, departmental, and course team grading processes.
- School administrative and supervisory staff supporting implementation of grading policy.
- Parents discussing grading practices with teachers.
- Students discussing grading practices with teachers.
- Community superintendents discussing implementation of the grading policy with principals.
- Central office administrators and specialists who support schools reviewing messages related to grading that they convey in meetings, training sessions, and professional development.

Secondary schools will include Look Fors in grading and reporting communications such as school, department, and team handouts; course syllabi; school Web sites; or Edline.

Please refer any questions about this document to Ms. Carol Blum, director, High School Instruction and Achievement, or Ms. Linda Ferrell, director, Middle School Instruction and Achievement, at 301-517-5007.

JAL:gg

Attachment

Copy to:

Executive Staff

Members of the Grading and Reporting Implementation Team

Approved by: _____
Frieda K. Lacey, Deputy Superintendent of Schools