

Dear Parents/Guardians,

As you know, the **Parent Portal** allows you to view your child's course grades. Having access to these grades allows you to monitor your child's progress and has proven to be a great tool for you to support your child from home. In addition to viewing letter or number grades, you can "click" on some scores (highlighted in blue) and find comments related to the assignment. Please take note of the following comments:

- **Absent** - indicates that an assignment was not handed in (or completed) due to an absence; students have a number of days equivalent to what they missed to make up these assignments; this grade will remain a zero (F) unless the assignment is made up in a timely manner
- **Incomplete** - indicates that an assignment was incomplete; students do not receive credit for incomplete homework assignments
- **Late** - indicates that an assignment was handed in late; students do not receive credit for late homework assignments
- **Exempt** - indicates that the student was exempt from the assignment; in this case, the overall grade is not impacted, positively or negatively
- **Blank or no score** (does not appear as a comment) - indicates that the assignment has not yet been graded

Although grades associated with homework assignments will appear in the Parent Portal, please keep in mind that they do not have an impact on the overall term average. Feel free to contact us if you have any additional questions or concerns.

Sincerely,

David Brown

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Comments Notification Sheet

Please sign and return the lower portion of this sheet after reading.

Student Name: _____

Parent/Guardian Signature: _____ Date: _____