



MEMORANDUM

TO: Elementary Principals and Vice-Principals
OCDSB Managers

FROM: Brett Reynolds, Associate Director
Peter Symmonds, Superintendent, Learning Support Services
Brent Smith, Acting Superintendent, Program & Learning K-12
James Proulx, Executive Officer, Information Technology and Digital Transformation
Laurie Kavanagh, System Principal, Program & Learning K-12
Christine Lanos, System Principal, School Support and Operations
Kate Stoudt, System Principal, Learning Support Services
Deb Lyon, System Principal, Learning Support Services
Sandy Owens, General Manager, Business and Learning Technologies

DATE: 16 June 2023

RE: **Elementary Reporting Timelines 2023-2024 School Year/
Adjusted Monday to Friday Calendar 2023-2024 School Year**

Action Principals: please share with staff.

1. Reporting Timelines 2023-2024

	A	*B	C	**D	E
	Term Dates	Teachers Submit Report Cards	Reporting Periods for Attendance (Days Absent/ Times Late)	Principals Authorize ASPEN e-Signature	Reports sent to parents via School Messenger
Progress Report Gr 1-8 And Initial Observation Year 1 and Year 2	Sept. 5 - Nov. 3	Nov. 6 - 9	Sept. 5 - Nov 3	Nov. 14	Nov. 16

Term 1 Report Card And Kindergarten Communication of Learning Year 1 and Year 2	Sept. 5 -Feb. 2	Feb. 2 - 7	Nov 6 - Feb.2 Sept. 5 - Feb. 2 (total)	Feb. 12	Feb. 14
Term 2 Report Card And Kindergarten Communication of Learning Year 1 and Year 2	Feb. 5 -June 27	June 14 -June 19	Feb. 5 - June 27 Sept.5 - June 27 (total)	June 24	June 26

*Note: (Column B) As per the outcome of the Joint Committee (OCDSB/OCETF) on reporting in the spring of 2010, teachers submit report cards/ progress reports 5 to 8 working days prior to the date the reports are issued to students. Principals establish the date within this range that will apply to their staff.

**Note: (Column D): This is a recommended date to allow for the printing, signing and photocopying of reports. Principals have the discretion to vary the date of printing as per their school size/ needs.

Please note that as of the printing date, the word 'draft' will no longer appear on the report card.

2. **Individual Education Plan (IEP):** IEPs that are in place for students from the previous year or for students that have been IPRC'd are required to be prepared and distributed to parents/caregivers and students (where appropriate) within the first 30 days of school. Parents/caregivers and students should receive IEPs by **Monday, October 16, 2023**. It is important that parents/caregivers and students have been involved in the review/development process and that their input has been documented. At the very least, this must involve the consultation form being sent home in advance of the creation of the document.
3. **Six Week Rule:** Please find below the cut-off date to assist you with determining which school is responsible for the generation of the progress report card for newly admitted students. The Ministry of Education has determined a 6 week rule to assist all schools, and we have consulted with the MOE and BL&T to provide clear and consistent information for all elementary schools.

Please note that the cut-off dates reflect a six week learning period using the first date that teachers submit report cards.

- a) If a student joins your school on or before September 28th, your teaching staff is responsible for the generation of the progress report card.
- b) If a student joins your school after September 28th, the school is not responsible for the generation of the progress report card (for example, another school in the district or a publicly funded school in Ontario would be

responsible for the progress report card.) It would be important to communicate with parents/families such that they are aware and not surprised when they do not receive a progress report card. Ongoing communication would be key.

- c) Please note that the Six Week Rule cut-off dates will be:
 - Term 1: December 13, 2023
 - Term 2: May 8, 2024

 - d) The 6 Week Rule and students who move between 2 OCDSB schools:
When students move between 2 OCDSB schools during a given reporting period, (for example two “in person” schools or “in person” and OCV), students will always receive a report card/ progress report/ communication of learning. If the student has attended neither school for a total of 6 weeks, the two schools will work together to complete the report card. The school that the student is presently attending will generate the report card with input and feedback from the prior school/ teacher. The principal can contact system principal Laurie Kavanagh should they require assistance.
4. **Adjusted Monday-to-Friday Calendar:** All elementary schools are to adopt an Adjusted Monday-Friday calendar in order to address lost instructional time and teacher preparation time resulting from School Holidays and Professional Activity Days taking place on Mondays and Fridays throughout the 2023-2024 school year.

The 2023-2024 Adjusted Monday-to-Friday Calendar can be accessed [here](#).

Should you have any questions, please contact Laurie Kavanagh, System Principal, Program & Learning K-12, Kate Stoudt or Deb Lyon, System Principals, Learning Support Services (Individual Education Plans) or Christine Lanos, System Principal, School Support & Operations (Adjusted Calendar)

- cc. Director’s Executive Council
- Labour Relations
- Administrative Assistants
- Rebecca Zuckerbrodt, President OCETF
- Natasha Baines, President SSP
- Pat Dixon, President Occasional Teachers, OCETF
- Corporate Records
- Communications