

Adopted: May 12, 1998

Columbia Heights School Board Policy 621

Revised: _____

621 RECORD KEEPING/REPORTING/ADVISING OF STUDENT ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to establish a process for recording and reporting student achievement and informing students and their parents or guardians of student progress toward achievement of the Graduation Standards and of the learning opportunities available to meet the needs and interests of students.

II. GENERAL STATEMENT OF POLICY

The school district will periodically advise students, their parents or guardians, or both, of the student's progress and achievement and of the choices and opportunities available for achieving learning, graduation, and the student's post-secondary educational and career goals. It is the school district's goal to achieve this policy by providing a system for recording, reporting and advising of student achievement.

III. RECORD KEEPING

A. The school board will employ the state prescribed format for high school transcripts. High school student transcripts will include at least the following information:

1. High school content standards completed by the student;
2. The score achieved on each high school content standard, or a notation that the content standard has been certified as completed through the school district's process for transferring credit;
3. Date of completion of each high school content standard.

B. The Coordinator of Teaching & Learning will design and implement a preparatory record data system for recording student completion of primary, intermediate, and middle level content standards which will include at least the following information:

1. Content standards completed by the student; and
2. Score achieved on each standard.

The preparatory record data system will be submitted to the school board for approval. Upon approval by the school board, the system shall be deemed part of this policy.

IV. RECORD REPORTING AND STUDENT/PARENT ADVISING

- A. The school district will provide written notice to students and parents or guardians of content standards taught and assessed in the curriculum and the procedures by which students may meet graduation requirements with content standards completed outside of the school district's curriculum. Additionally, the school district shall provide written notice of when reports on student progress and achievement will be issued. The superintendent shall ensure that students and parents or guardians are provided with such notice in an appropriate manner.
- B. The school district will provide to students and/or their parents or guardians on a biannual basis, a report of the student progress toward achieving required content standards and information on how to schedule counseling/advisory appointments to discuss the progress and learning opportunities available to the student. The superintendent shall determine the manner and method of providing such reports and information.
- C. Parents or guardians may request progress reports, in addition to the periodic reports, by arrangement with the student's counselor.

V. RECORDS MAINTAINED FOR THE STATE BOARD OF EDUCATION

The school district shall maintain records of the following to be submitted for audit at the request of the State Board of Education for its periodic review of Graduation Standards, opportunities, and requirements:

- A. Copies of local performance packages used to assess student completion of primary, intermediate, middle level, and high school content standards;
- B. Aggregated records of student completion of each high school content standard;
- C. Aggregated data on each year's high school graduates, including average number of high school content standards completed, and the number of each score earned on each content standard;
- D. Anonymous examples of local student work that have been assigned scores of "3" and "4" on primary, intermediate, middle level, and high school content standards for both audit and district staff development opportunities; and

E. Issues, comments, and concerns about student achievement and system delivery of content standards as may assist the board in upgrading or expanding student requirements under the profile of learning.

Legal References: Minn. Rule Parts 3501.0010 to 3501.0180 (Rules relating to Graduation Standards—mathematics and reading)
Minn. Rule Parts 3501.0200-3501.0290 (Rules relating to Graduation Standards—written composition)
Minn. Rule Parts 3501.0300 to 3501.0469 (Rules relating to Graduation Standards—Profile of Learning)
Minn. Rule Part 3501.0370, Subp. 1 (Assessment and Scoring Student Achievement)
Minn. Rule Part 3501.0380 (Advising Students)
Minn. Rule Part 3501.0390 (Preparatory Content Standard Record Data)
Minn. Rule Part 3501.0400 (High School Transcript Record Data)
Minn. Rule Part 3501.0410 (Notification to Parents and Students)
Minn. Rule Part 3501.0420 (Implementation Reporting)
Minn. Rule Part 3501.0430 (Other District Responsibilities)
Minn. Stat § 121.11, Subd. 7c (Graduation Rule)
Minn. Stat § 123.972 (School District Policy)

Cross References: Model Policy 104 (School District Mission Statement)
Columbia Heights School District Policy 515 (Protection and Privacy of Student Records)
Model Policy 601 (School District Curriculum and Instruction Goals)
Model Policy 613 (Graduation Requirements)
Model Policy 614 (School District Testing Plan and Procedure)
Model Policy 615 (Basic Standards Testing, Accommodations, Modifications, and Exemptions for IEP, Section 504 Accommodation and LEP Students)
Columbia Heights School District Policy 616 (School District System Accountability)
Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
Model Policy 618 (Assessment of Standard Achievement)
Model Policy 620 (Credit for Learning)
Columbia Heights School District Policy 622 (Profile of Learning Appeal Process)