

Ministry of Education

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May 17, 2018

Dear Ronnie Miller,

Thank you for your email of April 14, 2018 requesting clarification on the issuance of mid-term report cards by inspected private schools in Ontario.

As outlined on pages 12-13 of the Ministry of Education's *Private School Policy and Procedures Manual, 2013*, inspected private schools are required to comply with Ministry policy documents, including the assessment, evaluation and reporting requirements outlined in [Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools – First Edition, Covering Grades 1 to 12 \(2010\)](#).

The introduction to Growing Success states that "Beginning in September 2010, assessment, evaluation and reporting in Ontario schools will be based on the policies and practices described in this document." While private schools may choose whether to use the Ontario provincial report card or another report card format, inspected private schools are required to follow the reporting period schedule outlined on page 53 of Growing Success, 2010, for combined, semestered and non-semestered courses.

The ministry understands that parents have an important role to play in supporting student learning. This is the basis for the principle that students and parents should be kept fully informed about the student's progress.

To this end, semestered schools are required to provide formal written reports to parents two times per semester.

Non-semestered schools are required to provide formal written reports to parents three times a year. The first report must be issued during the fall.

Schools that offer a combination of semestered and non-semestered courses should develop a combined reporting schedule that provides for two written reports for semestered courses and three written reports for non-semestered courses.

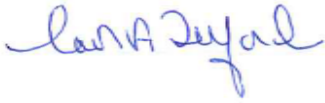
Although there are two formal reporting periods for a semestered course and three formal reporting periods for a non-semestered course, communication with parents and students about student achievement should be continuous throughout the course. For more information please refer to page 54 of Growing Success.

For non-standard course offerings (i.e. continuous intake or continuous online courses), inspectors may accept other kinds of evidence to demonstrate the reporting requirements as outlined in Growing Success. For example, a school that offers continuous online courses may not be able to provide student reports based on the schedule outlined

above. However, the school may instead provide students and parents with online access to grade records and instructor feedback at different times during a student's course of study, including at the midpoint. For more information, please refer to pages 45-46 of the *Private School Policy and Procedures Manual, 2013*.

Thank you again for taking the time to write. I hope the information provided has been helpful.

Sincerely,

A handwritten signature in blue ink, appearing to read "Carol Telford". The signature is written in a cursive style with a large initial 'C'.

Carol Telford
Manager, Private Schools and International Education Unit