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February 22, 2017

RE: **\*IMPORTANT\*** - Progress Reporting Changes - Pilot Project – Power School Pro

Dear Parent or Guardian,

We are now ready to open our school's "Parent Portal" so that you may be able to access your child's academic progress. As a way of simplifying the process teachers have only posted Term 1 specific outcomes and assessments. If you have not signed up for the Parent Portal we urge you to do so.

Link for the Parent Portal: [ps.ngps.ca](http://ps.ngps.ca)

Parents will require the specific Web ID and Password that was sent home in the letter generated from PowerSchool. If this is unavailable, parents can contact the school for a new letter.

Link for the Tutorial: [bit.ly/NGPSPortal](http://bit.ly/NGPSPortal)

This link is case-sensitive, so please be sure to use the capital letters where indicated.

In **Phase 1** of this process you will only have access to your child's progress from September to November. This will be published on Friday February 24, 2017. This will allow you to participate in the "Parent Tutorial" and access the information you have already received on your child's first Report Card. This will allow you to become familiar with the program while working with information you have previously received.

On February 27, 2017 at 7:00 pm. Mrs. Jennifer Ferguson, NGPS Learning Coach, will be presenting to our parent School Advisory Council on "How to Navigate Power School Pro" from the *parent perspective*. If you require support or assistance on how to access and navigate through your child's progress this evening is for you! We will ensure that you have a Chrome Book to use at the meeting or bring your own technology (phone, iPad, computer).

**Phase 2** will begin, March 1, 2017. Parents will then have access to their child's progress from December to March 29, 2017. Teachers will publish for this time period your child's progress for you to access. Please keep in mind, Power School Pro *is not a report card* but provides parents with access to the teachers' grade book. Thereby doing away with the traditional report card and giving parents an online opportunity for ongoing feedback throughout the school year, at any given time of the day, week or month. We will be scheduling

**Parent Teacher Interviews for March 28-29, 2017.** We are sending home this information early so that you will have a chance to access your child's progress before attending your Parent Teacher Interview time. Since these time slots are only 10- 15 minutes long, teachers *will not* be able to provide you with a tutorial to navigate your child's progress report via Power School Pro; rather they will be using this time to discuss with you, your child's progress in Term 2.

**Phase 3** will occur beginning April 1, 2017. All teachers will begin publishing student progress on a regular basis. The teacher and parent portal will be open until the end of the school year, June 2017. Teachers are expected to communicate with you in a variety of ways (i.e. telephone, agenda notes, text, email, notes home and through Power School) on how your child is moving forward in their learning.

Things to remember:

- Always read/click on the blue message bubbles. These will provide you with teacher comments pertinent to your child's specific learning in that subject area.
- Some specific outcomes will show a double dash (--) or check mark ( ) and others will have grade descriptors
- Always refer to the grade descriptors:  
**AD – Adapt** – I know this well. I can teach this to someone else. I can do this independently in new situations.  
**AP – Apply** – I know this fairly well. I can do this independently in routine and practiced situations.  
**AC – Acquire** – I am learning this. I can do this sometimes, but at times I require support.  
**NY – Not Yet** – I cannot do this yet.
- If you do not have access to a computer, we would be happy to assist you by providing you with a chrome book to use at the school.
- There are many outcomes which need to be taught in each subject area. Teachers will choose the significant outcomes to discuss while still covering and assessing others in an ongoing (formative) manner throughout the year.
- Always click on [i] – information to follow

There are still “bugs and glitches” to be worked out. We appreciate both your feedback and patience as we move forward in providing you and your child with valuable, timely information.

Should you require a printed copy of your child's progress be aware that it does not contain the detailed information that is available online through the parent portal.

Sincerely,

Mrs. Jackie Mines  
Principal

