

LEARNING/INSTRUCTION**Procedures For Record-Keeping**

The school district shall utilize the state-prescribed format for high school transcripts. High school student transcripts shall include at least the following information:

1. High school content standards completed by the student.
2. The rubric score achieved on each high school content standard.
3. Date of completion of each high school content standard.

The Director of Teacher and Instructional Services or designee(s), shall design or select 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.
2. Rubric score achieved on each student.

The preparatory record data system shall be submitted to the board for approval.

Procedures For Records Maintained For Audit By State Board Of Education

The Director of Teacher and Instructional Services shall maintain records of the following to be submitted for audit by the State Board of Education or designee(s) the 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.
- E. Issues, comments and concerns about student achievement and system delivery of content standards as may assist the board in upgrading and expanding student requirements and opportunities under the Profile of Learning.

Legal Reference: Minnesota Rule Part 3501.0400
Minnesota Rule Part 3501.0430

LEARNING/INSTRUCTION**Procedures For Reporting of Results**

The Director of Teacher and Instructional Services or designee(s) shall develop a public report which shall be approved by the school board and distributed to every household. A copy shall be sent to the Commissioner by October 15 of each year. The public report shall include, but not be limited to, the following items:

Basic Standards Report Information

1. the number of students enrolled at each grade level 9 through 12 according to the end of the year Minnesota Automated Reporting Student System (MARSS) report;
2. the number of students at each grade level 9 through 12 passing each requirement at the state standard level;
3. the number of students with special needs at each grade level 9 through 12 passing each basic requirement at an individualized level under an Individualized Education Plan and/or a Section 504 Accommodation Plan;
4. the number of students at each grade level 9 through 12 passing tests in each basic requirement that has been translated into a language other than English;
5. the number of students at each grade level 9 through 12 exempt from testing in each basic requirement;
6. the number of students currently denied a high school diploma because of not passing the state standard for a basic requirement when all other graduation requirements have been met (for grades 12 of the previous year);

System Accountability Report Information

1. Student performance goals for meeting graduation standards;
2. Results of local assessment data;
3. School district improvement plans;
4. Progress on previous improvement plans;
5. Names of Graduation Standards Advisory Board members, dates their terms expire, method of selection;
6. Assurance of Mastery (AOM) matching funds program information;
7. Periodic reports on constituents' satisfaction with the schools;
8. Biennial evaluations of the school district testing program and AOM.

LEARNING/INSTRUCTION

Procedures For Student/Parent Advising of Preparatory And High School Content Standards

The Director of Teacher and Instructional Services shall provide written notice through the district calendar, Elementary Student Handbook and High School Registration Guide to students and parents/guardians of content standards taught and assessed in the curriculum and procedures by which students may meet graduation requirements with content standards completed outside school district curriculum. The Superintendent or designee(s) shall ensure that students and parents or guardians are provided with such notice in an appropriate manner.

Student report cards will be issued according to the annual school calendar at the end of each academic quarter. Included in these reports will be a summary of the student's progress towards achieving high standards. The Director of Teacher and Instructional Services shall provide leadership in the creation of a common format for a written Lifework Plan. Staff development will address appropriate staff training to implement Lifework planning. Beginning in the school year 1999-2000 written Lifework Plans will be included in reports to parents. Lifework plans will be reviewed twice a year. Students and their parents will have the opportunity to meet with a counselor or advisor at least once per semester.

Counseling and advising can be conducted using group sessions, individual sessions and written notification to students and parents about students progress. Special accommodations will be made for students and parents who do not speak or read English. Additional progress reports may be requested by parent or guardians at any time by arrangement with student's counselor or teacher.

Parents and guardians, and students when appropriate, have the right to be informed of educational decisions which affect the student. Students with disabilities and their parents or guardians are guaranteed procedural safeguards and the right to participate in decisions involving identification, assessment and educational planning of students with disabilities. The IEP team will meet at least annually to discuss the student's progress toward the basic and high standards and their written Lifework Plan.

Information on how students and their parents will be given progress reports and how they may access counseling advising opportunities will be included in each schools' student and parent handbook. This information will also be included in district publications where appropriate.

Legal Reference: Minnesota Rule Part 3501.0380

Regulation
adopted: 9/29/89
revised: 6/30/98

By Superintendent of Schools
Minneapolis, Minnesota