
[howard_cert] [cert_elem] End of Year - Elementary Report Card Info.

From : Instruction <wagner_b@4j.lane.edu> Sat, Jun 01, 2019 08:26 AM
Sender : howard_cert <howard_cert-bounces@4j.lane.edu>
Subject : [howard_cert] [cert_elem] End of Year - Elementary Report Card Info.
To : cert_elem <cert_elem@4j.lane.edu>
Cc : secret_elem <secret_elem@4j.lane.edu>
Reply To : Instruction <instruction@4j.lane.edu>

Hello Elementary Staff

I am hoping this email provides transparency for the end of the year procedures for the Elementary Report Card. Many schools have worked with their building administrator, front office staff and support staff to establish a process that works for their building. The information below are the parameters each school needs to be working within.

The Elementary Report Card envelope to be mailed home, by the school district, should include:

- Elementary report card (one page front and back)
- ELL report card (if needed)
- Sped progress report, if needed (four pages and under). If Sped progress report is larger, it will be mailed separately

**All other reports or materials should be placed in the folder or envelope sent home with the students (ie. Title, PE, Music, etc.)

Classroom teachers:

- Print two copies of your completed report cards, have them in two different stacks (one for the envelope to be mailed home & one for the cum folder)
- Walk your two stacks down to the front office and hand-off
- If there is a glitch in the printing, please communicate with the building principal, who can facilitate the printing of the report cards

Building Administrators:

- Collaborate with front office staff and other building support staff to label and stuff report card envelope
- Please fold the report cards and put them in the envelopes
- Envelopes should be placed in a box, if possible, facing the same way
- FYI - 4 to 5 sheets of regular paper will be within one ounce
- No need to sort your report card envelopes by zip code, EDMS will do that
- If you use envelopes with the self adhesive strip, please seal them yourselves.
- It is okay if you want to seal any of the gummed envelopes yourself, if that is your preference. Please indicate that they are already sealed so EDMS can easily identify them. A post-it is fine for this
- No need to fill out a postage slip with account. The district is covering postage this year and we will fill out the slip
- Please have your envelopes ready for the 4J courier to pick up on [Friday, June 21](#). Some will be picked up in the morning so please have them ready
- Address the box to: EDMS Report Cards
- EDMS will send a courier to pick up the report cards from the Ed Center on the afternoon of [Friday, June 21](#).

If you have any questions, please consult with your building administrator.

Thank you for your patience and support as we work through this new process.

Brooke Wagner

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