



## St. Augustine Catholic School

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March 18, 2020

Dear SAS Families,

We are in the process of finalizing grades and then beginning to complete your children's report cards. Since we are now operating remotely, as many other workplaces are, things will be slightly different than our normal routine. Teachers have cut off grades as of the last day we were in session, which was March 12. As I have previously stated, work that was unable to be turned in prior to our closing due to absence has been excused. Work turned in on or before March 12 was graded and entered into Teacher Ease; therefore, was able to count toward the 3rd quarter report card. Work that was assigned on March 12 and taken home for homework was excused. Students were not penalized for outstanding work due to circumstances beyond our control.

Report cards in grades TK-2 are completed manually by the teachers. Therefore, they are not digital in nature. We will hold the hard copies of the report cards that we have prepared for you until school resumes. When we are back in session, we will send the report cards home with your child and have you sign the envelope as usual. If you have questions or concerns about your child's progress during the 3rd marking period, please contact their teacher by email.

Report cards in grades 3-8 are completed in Teacher Ease. As of today, you can view the report card, but won't be able to see the 3rd quarter yet, since we are still finalizing everything. When you log into Teacher Ease as a parent, click "**report cards**", then click "**view**". Once third quarter grades are finalized, they will appear on the report card. When we are back in session, we will send a hard copy of the report card home with your child and have you sign the envelope as usual. If you have questions or concerns about your child's progress during the 3rd marking period, please contact their teacher by email.

As always, if you have any questions regarding third quarter progress, report cards, or your student's grades, please feel free to contact us. We are committed to serving your family.

Sincerely,

Emily Lenn  
Principal