

# Spooner Virtual School

## **Bi-Weekly Parental Progress Report**

- As virtual school parents, you are required to provide via email, a bi-weekly progress report for each of your students.
- These email progress reports are to be sent to the Local Education Guide (LEG) on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays of each month.

### **Bi-weekly updates are to include the following:**

1. Student Full Name.
2. Curriculum Provider.  
-i.e. Calvert, WVS, etc.
3. Last Completed Assignment.  
- Identify the last completed assignment for each subject in your students' curriculum and include a brief comment regarding how your student is progressing in that subject.  
For example:  
**Math-** Grade 7, Unit 3, Assignment 4-  
Johnny needs additional practice on graphing.  
**Science-** Grade 6, Unit 4, assignment 2-  
Johnny struggled with photo synthesis, but with extra practice, now feels ready to take test 40.
4. Test Date.  
-Identify the date you anticipate your student will complete their next test.
5. General Observations.  
-Provide any general comments, concerns, suggestions, needs, etc.

- The LEG will review these progress reports and forward them to school officials related to your case, including your building-level principal.

Failure to submit 3 updates  
will resulting your student being removed from  
the virtual school program.