

Dear Parents/Guardians,

Attached to this paper is your child's first progress report. Ideally, you will be receiving a progress report around every two weeks throughout the school year. That way, you are continually aware of your child's progress. Upon receiving the progress report, please look it over, sign it, and have your child return it to me. Additionally, comments related to various assignments may appear on the progress report. Please take note of the following:

- ***Absent*** - indicates that an assignment was not handed in (or completed) due to an absence; students have a number of days equivalent to what they missed to make up these assignments; this grade will remain a zero (F) unless the assignment is made up in a timely manner
- ***Incomplete*** - indicates that an assignment was incomplete; students do not receive credit for incomplete homework assignments
- ***Late*** - indicates that an assignment was handed in late; students do not receive credit for late homework assignments
- ***Exempt*** - indicates that the student was exempt from the assignment; in this case, the overall grade is not impacted, positively or negatively
- ***Blank or no score*** (*does not appear as a comment*) - indicates that the assignment has not yet been graded

As always, please feel free to contact me if you have any additional questions or concerns - [jjones@howell.k12.nj.us](mailto:jjones@howell.k12.nj.us) or (732) 836-1327 Ext. 6883.

Sincerely,



John R. Jones Jr.