

Dear Parents/Guardians,

As you all probably know, the **Parent Portal** allows you to view your child's grades whenever you would like. That way, you are continually aware of your child's progress. In addition to viewing letter or number grades you can "click" on some scores (highlighted in blue) and find comments related to the assignment. Please take note of the following comments:

- **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

Please feel free to contact me if you have any additional questions or concerns - jjones@howell.k12.nj.us or (732) 836-1327 Ext. 6855.

Sincerely,



John R. Jones Jr.

Comments Notification Sheet

Please sign and return the lower portion of this sheet after reading.

Student Name: _____

Parent Signature: _____ Date: _____