

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-WLS-ALL-0160(CR)  
Effective Date: 05/02/1988  
Person Responsible: School Principal

Subject: Student Progress  
Last Revision: 08/16/2024

Approvals/Date: *Dave Olson* 8-19-24 *Louaine Hlick* 08.16.24  
Superintendent, WCBDD Date Department Director/Coordinator Date

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| 1. Student progress for enrollees in school-age programs will be reported at least quarterly throughout the school year. All progress will be completed in written report form, with originals being submitted by teachers and specialists (OT, PT, Speech, APE).   |
| 2. Scheduling of parent/teacher conferences shall be completed by the classroom instructor one week in advance and shall include one evening session and a morning session the following day, for a total of seven and one-half (7.5) scheduled hours (one full school day equivalent.). Scheduling of conferences shall be completed by the classroom instructor and a list of conference times and participants shall be submitted to the supervisor one week prior to conferences. |
| 3. Conferences not completed during scheduled parent/teacher conference hours shall be rescheduled. If the parent has not responded to attempts to schedule a conference after the documented attempts, the written progress report shall replace the conference.   |
| 4. A conference summary form shall be completed for each parent/teacher conference and submitted to supervisor no later than one week after the conference. In the event no conference was held, the conference summary form should be completed indicating the dates of attempts to contact the parents and the resulting outcome. All conference summaries/written reports shall become a part of the student's permanent file.   |

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