



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF THE SUPERINTENDENT

April 22, 2020

ATTENTION REQUESTED

TO: Complex Area Superintendents
Principals
Registrars
Counselors
Student Services Coordinators
Teachers
Special Education Teachers (All)

FROM: Dr. Christina M. Kishimoto
Superintendent

A handwritten signature in blue ink, appearing to be "CK", written over the name "Dr. Christina M. Kishimoto".

SUBJECT: **Final Grades, Report Cards, and Individualized Education Program Progress Report Deadlines and Procedures for School Year 2019-2020**

This memorandum is in response to inquiries from principals and teachers regarding timelines and procedures for the Individualized Education Program (IEP) progress report and the entry of grades in School Year (SY) 2019-2020 report cards as referenced in the Superintendent's memo dated April 2, 2020.

4TH QUARTER GRADES

Due to this unprecedented situation, 4th quarter grades will be left blank and this period will be used to ensure **Continuity of Learning** and **opportunities** to improve the final grade of all students. (HIDOE Guidance For Long Time Closure; <https://bit.ly/2wlpYT0> page 25) The last day of direct instruction was on March 13, 2020, and **Continuity of Learning** started on March 30, 2020. The last *day of SY 2019-2020* will conclude on May 28, 2020.*

FINAL GRADES

The final grade, also known as year grade, is determined by the teacher of record and shall be based on the academic performance and analysis of appropriate student data from quarters 1-3 including any interventions provided up to May 28, 2020.

*Guidance for the event of closure beyond April 30, 2020, and the recovery phase of SY 2020-2021 are being developed.

Please observe the following deadlines:

All Public Schools	
Enter final grade based on Quarters 1-3 and any interventions provided. For secondary schools, an exception to academic grades of I (Incomplete) or N (No Grade) may be used. (Regulation 4510.1) Schools will be responsible for notification of their students and families impacted by non-proficiency and opportunities.	May 29, 2020
Registrars and/or designee(s) to start work on processing grades and printing report cards.	June 1, 2020
SSC and/or designee(s) to work on processing IEP Progress Reports and prepare report cards and IEP Progress Reports for mailing (postal or digitally from a k12.hi.us school name Gmail address).	June 2-4, 2020
Schools to mail report cards and IEP Progress Reports (postal or digitally from a k12.hi.us Gmail address).	No later than Friday, June 5, 2020

TEACHERS

Guidelines for grading remain the same for both regular education and special education students.

Elementary Standards-Based Report Cards with Required Signature

To continue social distancing for SY 2019-2020, report card signature blocks have been removed. Formative learning comments can be added in Quarter 4 columns. Please be alert for Campus Message regarding additional comments.

SPED TEACHERS

In addition to providing special education and related services to the greatest extent possible, the Individuals with Disabilities Education Act (IDEA) and the Hawaii Administrative Rules (HAR) §8-60-44 require schools to continue to measure and document a student’s progress as follows:

A description of: (A) How the student's progress toward meeting the annual goals described in paragraph (2) will be measured; and (B) When periodic reports on the progress the student is making toward meeting the annual goals (such as through the use of quarterly or other periodic reports, concurrent with the issuance of report cards) will be provided.

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Therefore, fourth quarter IEP progress reports will be issued concurrently with final report cards for School Year SY 2019-2020. Information from the fourth quarter progress reports will assist the IEP team to determine if there was a loss of skills during the closure and the need for compensatory services once school resumes.

If you have any questions regarding grading, please contact ocidhelp@k12.hi.us.

If you have any questions regarding SPED IEP Progress Reports, please contact Annie Kalama, Director of Special Education, at (808) 305-9837 or annie.kalama@k12.hi.us.

CMK:ab
Attachment

c: Deputy Superintendent
Assistant Superintendents
Office of Curriculum and Instructional Design