

Important Report Card Information for Parents of Students in the Pre-Work Training Program

Dear Parents,

Your son or daughter is enrolled in our Pre-Work Training program. The report card for students in Pre-Work Training has a new format this year, which is mandated by the Ministère de l'Éducation, du Loisir et du Sport (MELS).

Students' progress in the Pre-Work Training program will now be reported using **letter grades**. The chart below explains the meaning of each possible letter grade which may appear on a report card during the school year:

A	The student meets the requirements set for him or her very well.
B	The student meets the requirements set for him or her.
C	The student partially meets the requirements set for him or her.
D	The student does not meet the requirements set for him or her.

The word "requirements" in the chart above refers to objectives developed individually for each student based upon his or her own abilities, needs and goals. The Individualized Education Plan (IEP) process is one important way that you, and your son or daughter, can contribute to developing these objectives for your child. You are welcome, and encouraged, to work with our teachers in developing and reviewing the IEP. Please feel free to speak with your son's or daughter's teachers or (*insert School Principal's name here*) for more information.

The Pre-Work Training Program lasts three years, however not all subjects are taught for the full three years. For example:

- Technological and Scientific Experimentation and Introduction to the World of Work are only taught in the first year;
- Physical Education and French Second Language are taught for the first two years;
- Work Skills (the student's work stage) is taught in years two and three;
- all other subjects are taught up until the end of the third year.

At the end of the very last year in which each subject is taught, students in the Pre-Work Training Program receive one "final evaluation" based upon the evaluation criteria set by MELS for each subject.

For this final evaluation, the letter grades students receive are based upon the chart below:

A	The student meets the program requirements very well.
B	The student meets the program requirements.
C	The student partially meets the program requirements.
D	The student does not meet the program requirements.

Final grades of A or B are considered passing grades. **Students must receive at least a B for each of the two competencies in the Work Skills course in order to receive their MELS Pre-Work Training Certificate. These two competencies are clearly listed under Work Skills in the report card.**

The Pre-Work Training teaching team looks forward to meeting with you and answering any evaluation and report card questions you may have.