



HAMILTON CITY SCHOOL DISTRICT

Guidelines for Using Elementary Spanish Translated Report Cards

Students whose home language is Spanish may receive a copy of their report card in Spanish. Please refer to the suggestions for use below.

1. The English report card is completed and sent home through Progress Book for all students. Students whose home language is English should only receive the English report card.
2. The Spanish-Translation report card may be enclosed in the envelope as a courtesy to our Spanish-speaking families. Parents may use the translated card as a reference to help them understand their child's progress.
3. If teachers would like to include any written comments in Spanish with their report cards, please make this request to your building's ESL staff member. If that person is not bilingual in Spanish she will contact another district staff member to translate comments.
4. Copies of Spanish Report Cards may be printed by teachers and used as a reference during parent conferences.