

"I" (Incomplete / In Progress Symbol) Reporting Form



Student Name: _____ School Name: _____

Teacher: _____ Grade: _____ Subject: _____

Date: _____

"I" is being assigned to the above student because:

- _____ 1. The student is making progress but requires additional time/support in order to meet the expected learning outcomes.
- _____ 2. The student has not completed important assignments and the teacher is unable to adequately assess the student's progress without the completion of these assignments.
- _____ 3. The student has not been attending class regularly.
- _____ 4. Other reasons (see below).

On or before (date) _____ this "I" will be converted to a letter grade, but no later than the next formal report card.

Teacher's Signature

The symbol "I" is used in reporting to alert parents that students, for a variety of reasons, are not demonstrating minimally accepted performance in relation to the expected learning outcomes.

NCR Form: White – Teacher copy Yellow – Parent copy Pink – Office copy

Conversion of "I" to Letter Grade Form

The "I" symbol above has been converted to the letter grade _____ on _____ (date).

Teacher's Signature

Principal's Signature

**Conversion Form – when completed to be photocopied by teacher:
1 copy to parent and 1 copy to office**