

Croatan High School

J. Butler

Dear Parents,

Croatan High School is currently using a record-keeping program that will produce and send e-mail progress reports and allow for **direct access to grades on-line** via the internet. This feature will allow me to update you on your child's academic performance with greater frequency and detail.

Log in at <http://www.chs.mygrades.com/>
All students were assigned login names and passwords.

The progress report will contain a listing for all graded assignments. A blank or empty space indicates no assignment was received, it is not calculated into the student's average. Such blanks will eventually be converted into zeros, which do affect the average. If the word "omit" has been entered, then the assignment was optional and is not calculated in the student's average. The report will also show the student's current average for the six weeks. Please note **that not all assignments carry equal value** (i.e. test count more); therefore, the average **cannot** be calculated by adding the scores, then dividing by the total number of assignments.

If you or your child feels an error has been made in recording grades, please allow me the opportunity to discuss it with the student in class so that I may check my records. Any corrections should be reflected on the following weeks report. As always, if you have any questions or concerns feel free to contact me by phone [252-393-7022] or email [James.Butler@carteretk12.org]

Respectfully yours,

James E. Butler

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If you feel the service would be beneficial, please **PRINT** the information below:

Student's name: _____

E-mail address 1: _____

Verify: _____

E-mail address: 2: _____

Verify: _____

Signature of parent / guardian: _____