

April 1, 2020

## **International Languages Credit Courses Final Report Card Distribution**

Dear Parents & Guardians,

I hope that this letter finds you and your families well during this unprecedented time.

As a follow-up to my letter from March 30, 2020, I am writing to you today to update you on the status of the distribution of final report cards for students enrolled in International Languages Credit Courses programs.

Our ILCC teachers are currently in the process of completing their final evaluations to be completed by April 3, 2020. **Final reports will be available beginning Monday, April 6, 2020.**

### **Next Steps for HCDSB Students**

Students who are registered in day schools operated by the Halton Catholic District School Board (HCDSB) will have their final marks recorded into their Credit Counselling Summaries in the Trillium Student Management System. There is no further action required by the students or their parents to have their credit properly recorded at the school level. If students or their parents require a hard copy of the final report, they can do so by e-mailing Andrea Franks-Deryck at [Franks-DeryckA@hcdsb.org](mailto:Franks-DeryckA@hcdsb.org). **Please provide Andrea with your/your child's OEN number in the body of your e-mail request.**

### **Next Steps for Non-HCDSB Students**

Non-HCDSB students or their parents will be required to request a copy of their final report by e-mailing Andrea Franks-Deryck at [Franks-DeryckA@hcdsb.org](mailto:Franks-DeryckA@hcdsb.org). **Please provide Andrea with your/your child's OEN number in the body of your e-mail request.**

When students/parents have received the hardcopy of their final report card, they must forward the final report to their Guidance Department at their respective home schools to be recorded in the Student Management System. In addition, Thomas Merton will also be forwarding a copy of the final reports for non-HCDSB students to Guidance Department in their home schools. **Please be advised that it is the responsibility of non-HCDSB students and their parents to make sure that this credit is properly recorded in their Credit Counselling Summary at their home school.**

## More Information

All students are asked to hold onto and care for any materials or resources that have been issued to them by their instructors until we establish protocols for their return. Additionally, information regarding registration for International Languages Credit Courses for the 2020-2021 school year will be made available in the upcoming weeks. Please check our [website](#) regularly for more information.

If you have questions or concerns, please do not hesitate to contact me by email at: [ArestaV@hcdsb.org](mailto:ArestaV@hcdsb.org).

Information and updates related to school closures and class cancellations due to COVID-19 will be shared directly with students through email by HCDSB. Related information will also be posted on the Board's website at: [bit.ly/COVID-19Updates-HCDSB](https://bit.ly/COVID-19Updates-HCDSB). As always, please continue to follow the advice and recommendations of [Halton Region Public Health](#) to help stop the spread of COVID-19 in our community.

Thank you for your patience and understanding throughout this process. We continue to keep our students, families, and all who have been affected by this virus in our thoughts and prayers.

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