Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_

**How am I doing in my classes? Progress Check**

Goals:

1. Use Skyward to check your grades
2. Use your school email to contact your teacher and give him/her feedback
3. Evaluate your performance and set goals for improvement

Part 1: Grade Progress Report

Directions: Log in to Skyward using your own login information. ( If you don’t have it or you don’t remember it please see Mrs. Godoy in Room 3155. You need your school ID so she knows who you are.)

Once you have logged into Skyward, find your grades. Complete the Table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hour | Class | Teacher | Current Grade (Letter and %) | Missing Assignments (Yes/No and number) | Semester Goal Grade |
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Reflection Questions:

1) Are you happy with your grades? Why or Why not?  
  
2) Choose at least one class grade you can improve. Record it below then explain how you will improve it.

Part 2: Advocating (speaking) for yourself  
Directions: Log in to your school email (first[name.lastname@usd116.org](mailto:name.lastname@usd116.org)) and email one of your teachers to give them a suggestion or ask a question. Remember, YOU are responsible for your grades. If you don’t understand something or think your teacher could do something differently to help you learn better you need to let them know!  
  
1. ) Which teacher are you going to email? Why?  
  
2.) What question/suggestion will you give them?  
  
3.) How should you start your email? How should you end it? (Ex: Dear\_\_\_\_\_\_)

4.) Now please send your teacher an email. Next to CC please put your email address and Mrs. Hutchison’s email address so you both get a copy. Mrs. H’s email is: [khutchison@usd116.org](mailto:khutchison@usd116.org). For the **Subject** please write: “Class Feedback” Please PRINT your email and staple it to this paper.