



Dear Parents and Guardians of SHCS Students,

Our school has begun using a portfolio assessment tool called *Freshgrade*. It is a web-based tool that connects parents, teachers, and students with the goal of better understanding, aiding, and communicating student learning and assessment. In our classrooms, there is so much learning that is not easily captured on paper. This is particularly the case in subjects such as Gym, Music, Art, Science, or any subject with a large oral or hands-on component. We are interested in documenting this learning through photo, video, and audio clips. Starting in September 2017, we will be using these *Freshgrade* portfolios for much of our student reporting.

Each SHCS child now has their own private e-portfolio for organizing photos and video of various classroom activities. Our *Freshgrade* portfolio space is password protected and limits access exclusively to our class community. Furthermore, parent access is limited to their own child’s/children’s portfolios. However, children often work collaboratively on classroom projects and presentations and it is valuable for this group learning to be documented as part of the assessment and sharing process. Thus, some photos will be “group media,” photos and video that include multiple children and are therefore shared in multiple student portfolios simultaneously. This group function is how we will be using *Freshgrade* for the remainder of the 2016/2017 school year. Before sending the invitation to all parents, however, we would like to determine if there are families who do not wish for their child to be included in such group media.

Please understand that all media captured in Freshgrade will remain password protected and access will be limited to members of each classroom’s specific community of staff, students, and parents. **Freshgrade portfolios are not public spaces.** Accordingly, as part of the terms of use for this tool, you are asked not to reproduce or share any group images outside of Freshgrade. Some time in the next few weeks, you will be sent an email invitation from Freshgrade with your parent access information. At that time, you will be able to view and comment on your own child's portfolio items. We are also in the process of planning a parent information night so that interested parents can come see *Freshgrade* for themselves.

Please fill out the attached form and return it as soon as possible.

Thank you,

Mrs. S. Giroux
Principal, Sacred Heart Catholic School

By signing below, I give permission for my child to be included in group photos and video for the purpose of documenting and communicating learning in Freshgrade. **As the parent and student I also understand that media on Freshgrade is not to be reproduced with the intent to share publicly outside of Freshgrade.**

Student Name _____ Grade _____ Date _____

Student Signature _____ Parent Signature _____

Email Contacts _____