

SPANISH-AMERICAN INSTITUTE

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To: All Faculty and Staff ~ «FirstNAME» «LastNAME»
 From: Dante V. Ferraro, President
 RE: Bi-Monthly Exam/Attendance Roster Revision
 Date: August 2, 2013

Please notice that there have been slight changes to the Bi-Monthly Grade/Attendance Roster.

First, the Lesson/Unit column has become a one-space line at the top of the Roster

PAGE 0 SECTION 61
 ROLLBOOK FOR WEEK ENDING 07/28/2013 X (TEACHER'S SIGNATURE) sai-f000.i (DATE)
 Marcus 0915 esl6 7

Vocab	Read	Gramm	Listn	Student-Id	Stud-Name	22	23	24	25	26	GR	SP	Wr
				355-26-0000	Acosta H. Cesar A.								
				355-97-0000	Ayar Kaan								
				356-43-0000	Aydin Onurcan								
				360-60-0000	Benatti Carolina								
				359-15-0000	Berhail Chaines C.								
				345-54-0000	Cha Hyeonwoo								
				358-38-0000	Colombel Sylvie Neu								
				358-16-0000	D'Agnano Michele								

Second, in addition to the usual left-hand grade columns for "Vocabulary", "Reading", "Grammar", and "Listening", you will now find two right-hand columns.

The "SP" column should now be used to record the "Speaking" grade in ESL courses and for the "Speed" (i.e. words or strokes per minute) grade in skills courses such as keyboarding.

The new "Wr" right-hand column should be used to record each student's ESL course "Writing" grade.

As always, the "GR" right-hand column should be used to record each student's overall grade.

Remember that as discussed and reviewed at Faculty Meetings and Workshops and prior memos, there are very useful aids available in the "Faculty Matters" section of the school website, including:

- Speaking and Writing Assessments
<http://www.sai2000.org/FacultyMatters/CEA/CEASpeakingAndWritingAssessmeents.html>
- Sample Rubrics for Speaking and Writing and
<http://www.sai2000.org/FacultyMatters/CEA/CEASampleRubricsSpeakingAndWriting.html>
- ESL Course Proficiency Descriptors
<http://www.sai2000.org/FacultyMatters/CEA/ProficiencyDescriptorsforESL-PlusCourseofStudy.html>