

Stay Connected — The Progress Department!



Dear Parent or Guardian,

Whether you are new to Enlightium Academy or have been with our school for a while, we would like to remind you about some important information that will help you stay informed about your students' progress. We are devoted to finding innovative ways to keep you informed, as your involvement is crucial to the success of your student(s).

The EA Progress Department checks students' progress weekly based on the number of assignments they are expected to complete. This number is calculated individually for each student in order to maximize the accuracy of this weekly check. We calculate this number based on an average number of assignments that should be completed weekly for a student to keep up with the assigned schedule in Ignitia. After completing our check, we notify parents via email if a student has not completed a sufficient amount of work to be on track to finish the school year on time. If you do not receive emails regarding low progress, your student is either on track or may be doing only a little bit less than necessary. If your student is on track or is only a little bit behind, you may still receive other communication from Enlightium Academy, including notifications from teachers, counselors, accountants, or administrators.

Students that are continuously behind schedule will be placed on probation if they are an average of two weeks or more behind in all courses. This status is assigned to students to make sure Enlightium Academy faculty and staff, as well as parents, are informed that the student is not on track to finish the school year in time. If a student does not show sufficient improvement and/or effort after being placed on probation, he or she may be dismissed from Enlightium Academy. If a student is withdrawn based on our probation policy and requests to be readmitted, the administration must approve the reinstatement and a reinstatement fee will apply.

We understand that your family may run into circumstances that can prevent your student(s) from completing enough work. If such circumstances arise, please report any past or future absence by submitting [this form](#) on our website. This information will be used to ensure that students are not penalized and parents do not receive unnecessary notices. With this information, upon parental request and with counselor approval, we are also able to reschedule a student's assignments to redistribute the overdue assignments over the remainder of the school year after a planned/unplanned absence. Please note that this is not something that should be done frequently, as it can eventually lead to a student having to cope with an overwhelming number of assignments per day.



As the Progress Department at Enlightium Academy, we have access to many resources that can help parents stay informed, but there are some resources of which we urge you to take advantage to

ensure that you are always aware of your student's progress. First of all, we offer detailed reports that can be provided upon request, which include helpful information such as:

- Total completed assignments per class
- Login/logout times
- Times assignments were started and submitted
- Length of time taken to complete any given assignment
- Time spent in the Ignitia curriculum daily
- Current grades

A couple images of sample reports are shown below to give you an idea of how helpful this resource can be. To request a report (or a number of reports), please either send an email to progress@enlightiumacademy.com or call 509-319-2288 option 3.

Demo10, Student [student10]				Teacher : SUPPORT, HOTLINE		
Course Name : English II (2014)						
Unit	Type	Assignment	Assignment Opened *	Turned In *	Time Spent	Score
1	LESSON	5. Forming Noun Plurals (4)	12/12/2014 09:21 am	08/24/2015 02:59	00:48	100.00
1	QUIZ	10. Quiz 1: Noun Plurals and Suffixes	07/20/2015 04:00 pm	09/01/2015 10:20	00:31	54.80
					Unit Score:	72.80
					Course Score:	72.80

Demo10, Student [student10]			
Date	Login Time	Logout Time	Session Duration (hh:mm:ss)
08/24/2015	10:55 am	11:07 am	11:47
08/24/2015	02:39 pm	03:28 pm	49:21
08/24/2015	04:08 pm	04:20 pm	11:35
08/24/2015	04:24 pm	05:26 pm	01:01:54
			Total Time (hh:mm:ss):
			02:14:37

Another helpful resource is the [parent portal](#). This is an account assigned to the parents of individual students that allows you to get both a general and a detailed view of your student's progress in one place. At any time you can see such information as:

- Current grades in each course
- Grades for individual units and assignments
- Overall progress in each course
- Specific due dates for assignments and whether or not past due dates have been met

- Overdue assignments (if a student is behind)

If you have any questions about the content of this email or would like more information about our policies and available resources, please visit the [Student Progress & Accountability Page](#) or email the Progress Department by responding to this email.

More *Stay Connected* letters can be found on the EA website on the [Resources page](#) under “Stay Connected.”



Andrey Karpov
Progress Director/Accounting Support

In the past few years, Andrey has worked with students and parents to provide a better understanding of the Ignitia system, as well as the progress of students through the curriculum. He enjoys finding new and better ways to help students succeed by keeping parents informed. He is also happily married and raising a family. Andrey enjoys quiet moments over a cup of tea and on nature walks.