REPORT CARDS
END OF THE YEAR
TEACHERS - ELEMENTARY
Revised 4/2012

For the 4th 9 Weeks report card, only ONE COMMENT PER PROMOTIONAL SUBJECT IS ALLOWED. This is due to the promotion statement at the bottom and excess comments will make the report card print on two pages.

In order to complete the report card for the end of the year:

***** FROM THE GRADEBOOK
  Right click and select Post Grades. DO NOT SELECT POST GRADES TO OTHER TASK

***** FROM GRADING BY TASK
1. Go to Grading by Task

2. Pull down 4 - 9 Weeks and enter comments (ONLY ONE)

3. Pull down 4 - Conduct (if necessary) and enter grades No Comments.

AFTER THE REPORT CARDS ARE PRINTED
  NOTE: You MUST complete the Assignment for next year.

Three copies of the report card are needed:
  1. One for the parent
  2. One for the Register Book in the Office
  3. One for the Pouch in the Cum Folder