ProgressBook StudentInformation Marks Guide

ProgressBook® StudentInformation

Ohio

ProgressBook StudentInformation Marks Guide

(This document is current for v17.2.0 or later.)

Change Log

The following Change Log explains by Product Version, Heading, Page, and Reason where changes in the *ProgressBook StudentInformation Marks Guide* have been made.

Product Version	Heading	Page	Reason
17.2.0	*"View Archived Report Cards"*	152	Added new section.
17.1.0	Entire Guide	N/A	Updated instances of DASL to StudentInformation.

Table of Contents

Marks Overview

Marks are commonly referred to as grades. So as to avoid confusion with other entities referred to as grades (a student's grade level) Marks will be used as the common reference throughout the StudentInformation application.

A Mark is a measure of performance for a student in a specific course section. Marks are defined by multiple types, such as average, exam, final, etc. Mark types then define how the mark will behave (calculated or not in GPA, weight, etc.) in various mark reporting scenarios.

Understanding the Marks Module

The Marks module has four distinct parts – Marks System Maintenance, Student Marks Records, Teacher Marks screens and Marks Reports. Teacher Marks Screens will be discussed in a separate document titled Teacher Menu Documentation.

Marks System Maintenance is composed of several tables that must be defined and maintained. Code tables include: Mark Type, Marks, Marking Pattern, Marking Pattern Rules, Combined Mark Groups, Combined Marks, Course Difficulty, Level of Difficulty Point Scale, Add-On Level Codes, GPA Add-On Points, GPA Sets, Grade Level Credit Multiplier, Automatic Marks, Honor Rolls and Honor Roll Rules and Memberships. All of these tables may not be required for Marks reporting but will enable the building to define various ways to collect marks and create reports and GPA calculations. These tables and codes can be modified, changed and deleted as necessary.

Student Marks Records will be where individual student information can be viewed or maintained for specific students. These screens include the ability to view student marks, stipulate exception credit for students as well as input and view counselor and teacher comments (standard and freeform).

Marks Reports are available in numerous formats to show Marks data in both detail and summary form. The data on each report can be filtered, sorted, and grouped with various date ranges and sorting options.

Marks System Maintenance

Reporting Terms Maintenance

Navigation: Home – Management – School Administration – Scheduling Administration – Initialization – Reporting Terms Maintenance

Reporting terms are used to break out a school year in segments for marks reporting. There are two types of reporting terms, **virtual** and **non**-**virtual** reporting terms.

A **Non-Virtual Reporting Term** represents a time span or collection of days making up a grading period.

A **Virtual Reporting Term** is used to create a placeholder for a mark, such as Semester 1 Average, or Exam. There are no calendar days associated with a virtual reporting term.

Non-Virtual Reporting Terms are created when the Master Calendar is created. For more information on the initial creation of reporting terms see the School Setup & Configuration documentation.

Reporting Terms Maintenance
From this screen, you can display and change data pertaining to reporting terms.

			Code	Exp Code	Name	Start Date	End Date	Planned Days	Actual Days	Sort Order	Marks Start Date	Marks Cutoff Date	Archive Date	Active
			GP1		GP 1	Aug 21, 2014	Oct 24, 2014	44.00	44.00	1				
			INT1		1st 9 weeks interim			0.00	0.00	2				
			GP2		GP 2	Oct 27, 2014	Jan 15, 2015	46.00	46.00	3				
			INT2		2nd 9 weeks interim			0.00	0.00	4				
			EX1		EX1			0.00	0.00	5				
			AV1		AV1			0.00	0.00	6				
			GP3		GP 3	Jan 20, 2015	Mar 20, 2015	42.00	42.00	7				
			INT3		3rd 9 weeks interim			0.00	0.00	8				
			GP4		GP 4	Mar 23, 2015	Jun 02, 2015	46.00	46.00	9				
			INT4		4th 9 weeks interim			0.00	0.00	10				
			EX2		EX2			0.00	0.00	11				
			AV2		AV2			0.00	0.00	12				
			FIN		FIN			0.00	0.00	13				

☑ Show Active Only

Sorting – Sorting on this screen is accomplished by using the ⬆ and ⬇ arrows to move the Reporting Terms up or down in the grid (changes to sort order are not saved until you click the Save Changes button). Click Cancel Changes to clear changes.

> *Note: Date ranges for virtual reporting terms are considered identical to the next previous real reporting term. This means that if you use virtual reporting terms for interims, you will have to have each interim after the main reporting term, such as: Qtr1, Int1, Qtr2, Int2, 1Ex, 1Avg, Qtr3, Int3, Qtr4, Int4, 2Ex, 2Avg, Fin. This will not change the sort order in your marking pattern rules. The marking pattern rules maintenance screen will appear out of order, but the report card will print correctly if you have the correct sequence on the **Marking Pattern Rules** screen (with the order Int1, Qtr1, Int2, Qtr2, and so on), and you choose **Yes** for **Show Required Marks Only** and **Yes** for **Show Separate Marks Subreports For Each Marking Pattern** on the R700 submission screen).*

🔒 – This indicates a Non-Virtual Reporting Term that cannot be deleted.

Add/Edit Virtual Reporting Term

Code (required) – Enter up to 4 characters, alphanumeric, for the new Virtual Reporting Term Code.

Export Code (optional) – If you will be exporting attendance for a Home School on SIS (using the Home School Export), you will want to enter an Export Code in Reporting Terms Maintenance. If you will not be exporting attendance for a Home School on SIS, you can leave this field blank.

Enter the SIS term/reporting period combination that corresponds to each StudentInformation Reporting Term. For example, for Reporting Term QTR1, type in 101 for the Export Code. This will correctly translate into SIS as term 1 reporting period 01. When you run Home School Export for attendance, you will be given an option to use Report Term or Report Term Export Code for the export file.

Name (required) – Enter Name of Virtual Reporting Term.

Description (optional) – Enter a description of the Virtual Reporting Term.

Marks Start Date – Enter a date to indicate the first date teachers may enter marks. The date specified is inclusive. If the date entered falls after the marks cut-off date, this would result in zero (0) days when marks could be calculated, completely locking out marks entry. If Marks Start Date is empty, marks may be entered at any time up to the Marks cut-off date.

> *Note: If the Marks Start Date is greater than the Marks Cutoff Date, this will result in zero days and the fields on the Marks Entry pages will be grayed out and not available for entry.*

Marks Cutoff Date (optional) – Enter a Marks Cutoff Date. This Virtual Reporting Term will become locked for Marks Entry by teachers after this date. **An empty marks cut-off date means that teachers may change marks until the end of the term, starting with the Marks Entry Start Date.**

Edit Non-Virtual Reporting Term

Reporting Terms Maintenance
From this screen, you can display and change data pertaining to reporting terms.

Code:	GP1
Export Code:	
Name:	GP1
Description:	
Start Date:	9/8/2015
End Date:	11/6/2015 ☐ Change in Stop Date is Planned
Planned Days:	44.00
Actual Days:	44.00
Report Card Archive Date:	
Marks Start Date:	
Marks Cutoff Date:	

Save   Cancel

Code (required) – Enter up to 4 alphanumeric characters for the Reporting Term Code.

Name (required) – Enter Name of Reporting Term.

Description (optional) – Enter a description of the Virtual Reporting Term.

Start Date (non-modifiable) – Start date for the Reporting Term is displayed.

End Date (non-modifiable if in past) – End date for the Reporting Term is displayed, or enter end date for the Reporting Term. If you change the End Date of the Reporting Term, this will change the End Date of the Schedule Term that ends on the same date as this Reporting Term's original End Date. This will also change the Start Date of the next Schedule Term and Reporting Term to the first attending day after the newly-entered End Date.

> *Note: If reporting term dates need changed, use the calendar date wizard to modify reporting term start and end dates (See School Setup and Configuration Chapter).*

Planned Days (non-modifiable) – Number of planned attendance days as defined on the Master Calendar for the selected Reporting Term.

Actual Days (non-modifiable) – Number of actual attendance days as defined on the Master Calendar for the selected Reporting Term.

Report Card Archive Date – Default date on which report cards from the reporting term should be available for parents to view in ParentAccess

> *Note: You can adjust this date when finalizing report cards.*

Marks Start Date – Enter a date to indicate the first date teachers may enter marks. The date specified is inclusive (See Add/Edit Virtual Reporting Term for more details).

Marks Cut-Off Date – Enter a Marks Cut-Off Date. This Virtual Reporting Term will become locked for Marks Entry by teachers after this date.

Mark Type Codes Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Mark Types

Mark Types are used to categorize marks given to a student in a course section. They also specify a default weight for the Mark Type for mark averaging and GPA calculations.

Sorting – You may sort by any column (Code, Name, Description, Default Weight, Active) in ascending or descending order by clicking on the column header.

🔒 – This Code has been entered at the Global Level or District Level and cannot be changed at the Building Level.

Add/Edit Mark Type

Code (required) – Enter up to 4 characters (alphanumeric) Mark Type Code. If you try to use an existing inactive Mark Type Code, you will be prompted to reactivate this inactive Mark Type Code if you wish.

Name (required) – Enter Name of Mark Type Code (up to 30 characters).

Description (optional) – Enter Description of Mark Type Code (up to 200 characters).

Default Weight (required) – Enter a default weight to be used when a mark is designated with this Mark Type.

Marks Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Marks

Marks are also commonly referred to as grades and may be defined by alpha or numeric values.

Marks Maintenance

From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

[Add Mark]

		Mark ^	Mark Name	Description	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dq Mark	Active
✕	✎	A	A	EXCELLENT	3.990000	3.850000	91.50	100.00	1.000000	☐	☑	☑	☐	💡
✕	✎	A-	A-		3.700000	3.500000			1.000000	☐	☑	☑	☐	💡
✕	✎	A+	A+		4.000000	3.990000			1.000000	☐	☑	☑	☐	💡
✕	✎	B	B	ABOVE AVERAGE	3.000000	2.850000	82.50	91.49	1.000000	☐	☑	☑	☐	💡
✕	✎	B-	B-		2.700000	2.500000			1.000000	☐	☑	☑	☐	💡
✕	✎	B+	B+		3.300000	3.150000			1.000000	☐	☑	☑	☐	💡
✕	✎	C	C	AVERAGE	2.000000	1.850000	73.50	82.49	1.000000	☐	☑	☑	☐	💡
✕	✎	C-	C -		1.700000	1.500000			1.000000	☐	☑	☑	☐	💡
✕	✎	C +	C +		2.300000	2.150000			1.000000	☐	☑	☑	☐	💡
✕	✎	D	D	BELOW AVERAGE	1.000000	0.850000	64.50	73.49	1.000000	☐	☑	☑	☐	💡
✕	✎	D-	D-		0.700000	0.550000			1.000000	☐	☑	☑	☐	💡
✕	✎	D+	D+		1.300000	1.150000			1.000000	☐	☑	☑	☐	💡
✕	✎	F	F	FAILURE	0	0	0	64.49	1.000000	☐	☐	☑	☐	💡
✕	✎	H	H	OUTSTANDING	5.000000	4.500000			1.000000	☑	☑	☑	☐	💡
✕	✎	INC	INC	INCOMPLETE	0				1.000000	☑	☐	☑	☐	💡
✕	✎	O	O	OUTSTANDING	4.000000	4.000000			1.000000	☑	☑	☑	☐	💡
✕	✎	S	S	SATISFACTORY	0				1.000000	☑	☑	☐	☐	💡
✕	✎	TI	TI	TERM INCOMPLETE	0				1.000000	☑	☐	☑	☐	💡
✕	✎	U	U	UNSATISFACTORY	0				0	☑	☐	☐	☐	💡
✕	✎	W/D	W/D	WITHDRAW	0				0	☑	☐	☐	☑	💡
✕	✎	WDF	WDF	WITHDRAW FAIL	0				0	☑	☐	☑	☐	💡
✕	✎	WP	WP	WITHDRAW PASS	0				1.000000	☑	☐	☐	☐	💡

☑ Show Active Only

22 Records Displayed   Back To Top

Sorting – You may sort by any column (Mark, Mark Name, Description, Point Value, Average Point Threshold, Min Numeric Mark, Max Numeric Mark, Credit Multiplier, Is Alt Mark, Is Credit Earned, Is Included in GPA, Is Dq Mark, Active) in ascending or descending order by clicking on the column header.

The above example shows an alpha marks school. The following is an example of a Marks table for a numeric marks school:

Marks Maintenance

From this screen, you can display, add, change and delete data pertaining to marks for the current school year.

[Add Mark]

		Mark ^	Mark Name	Description	Point Value	Average Point Threshold	Min Numeric Mark	Max Numeric Mark	Credit Multiplier	Is Alt Mark	Is Credit Earned	Is Included in GPA	Is Dq Mark	Active
✕	✎	A	A		4.000000	3.850000	94.50	97.49	1.000000	☐	☑	☑	☐	💡
✕	✎	A-	A-		3.700000	3.500000	91.50	94.49	1.000000	☐	☑	☑	☐	💡
✕	✎	A+	A+		4.300000	4.150000	97.50	125.00	1.000000	☐	☑	☑	☐	💡
✕	✎	B	B		3.000000	2.850000	85.50	88.49	1.000000	☐	☑	☑	☐	💡
✕	✎	B-	B-		2.700000	2.500000	82.50	85.49	1.000000	☐	☑	☑	☐	💡
✕	✎	B+	B+		3.300000	3.150000	88.50	91.49	1.000000	☐	☑	☑	☐	💡
✕	✎	BLK	BLK	BLANK MARK	0				1.000000	☑	☐	☐	☐	💡
✕	✎	C	C		2.000000	1.850000	76.50	79.49	1.000000	☐	☑	☑	☐	💡
✕	✎	C-	C-		1.700000	1.500000	73.50	76.49	1.000000	☐	☑	☑	☐	💡
✕	✎	C+	C+		2.300000	2.150000	79.50	82.49	1.000000	☐	☑	☑	☐	💡
✕	✎	D	D		1.000000	0.850000	67.50	70.49	1.000000	☐	☑	☑	☐	💡
✕	✎	D-	D-		0.700000	0.700000	64.50	67.49	1.000000	☐	☑	☑	☐	💡
✕	✎	D+	D+		1.300000	1.150000	70.50	73.49	1.000000	☐	☑	☑	☐	💡
✕	✎	F	F		0		1.00	64.49	1.000000	☐	☐	☑	☐	💡
✕	✎	I	Incomplete		0		0	0.99	1.000000	☐	☐	☑	☐	💡
✕	✎	P	P		0				1.000000	☑	☑	☐	☐	💡
✕	✎	U	U	UNGRADED	0				1.000000	☑	☐	☐	☐	💡
✕	✎	W	W		0				1.000000	☑	☐	☐	☐	💡

☑ Show Active Only

18 Records Displayed   Back To Top

Add/Edit Mark

Mark (required) – Enter up to 4 characters to define the new Mark. If you try to use an existing inactive Mark, you will be prompted to reactivate this inactive Mark if you wish.

Name (required) – Enter up to 30 characters to define the Name of the Mark.

Description (optional) – Enter up to 200 characters as a Description of the Mark.

Point Value (required) – Define the point value of the new Mark. May use the up and down arrows to increase or decrease the number by 0.10 with each click, or may manually type number formatted 0.00. Value can be 0-10.

Average Point Threshold (optional) – Average point value assigned to the new Mark. Used for grade average – determines the midpoint between two marks. This point value is used for Automatic Marks.

Min Numeric Mark (required for numeric schools) – Minimum numeric mark value to correspond with this alpha mark. This value may be blank if the school is not configured for numeric marks. Valid range is set by the **StudentInformation Options** screen (Home -> Management -> School Administration -> StudentInformation Options) and can fall into the range 0-999. There should be no gaps between each grade's maximum and the next higher grade's minimum, and there should be no overlaps.

Max Numeric Mark (required for numeric schools) – Maximum numeric mark value to correspond with this alpha mark. This value may be blank if the school is not configured for numeric marks. Valid range is set by the **StudentInformation Options** screen (Home -> Management -> School Administration -> StudentInformation Options) and can fall into the range 0-999. There should be no gaps between each grade's maximum and the next higher grade's minimum, and there should be no overlap.

Credit Multiplier (required) – Credit multiplier for this mark formatted as 0.00. Valid range is 0-5.

Is Alternate Mark (optional) – Yes or No; when using Numeric Marks, this check-box must be checked if this Mark will be available as an Alternative Mark.

Is Credit Earned (optional) – Yes or No; must be checked if this mark, when used, is to have earned credit**.**

Is Included in GPA (optional) – Yes or No; must be checked if this mark is to be included in GPA calculations.

Is Disqualified Mark (optional) – Yes or No; if this is checked, any student receiving this mark for any class will receive a 0 GPA, regardless of other marks earned in this or any other class.

Marking Pattern Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Marking Pattern

Marking patterns define specific mark types that are required to be created for specific course terms for each reporting period.

> *Note: Once marks have been entered in a slot in the marking pattern – marking patterns cannot be changed for that period. Marks will become disassociated.*

Sorting – You may sort by most columns (Code, Name, Description and Active) in ascending or descending order by clicking on the column header.

Marking Pattern Rules – View Marking Pattern Rules.

Marking Pattern Courses – View a list of courses in the linked Course Term(s).

🎇 – Default Marking Pattern.

All Course Terms – Select a specific Course Term from the dropdown list to view Marking Patterns for that term only instead of all Course Terms.

Add/Edit Marking Pattern

Code (required) – Enter up to 4 characters (alphanumeric) for Marking Pattern Code. If you try to use an existing inactive Marking Pattern Code, you will be prompted to reactivate this inactive Marking Pattern if you wish.

Name (required) – Enter Name of Marking Pattern Code.

Description (optional) – Enter Description of Marking Pattern Code.

Pattern Type (optional) – The default value of this drop-down is Percentage, which will cause the marking pattern and marking pattern rules to function as normal, with the credit ratio being a percentage value (value/100). Selecting the second option, Ratio, will add a new field beside the Pattern Type field: Ratio Denominator. This allows you to set a specific ratio denominator (rather than the default 100) for credit ratios.

Marking Patterns

From this screen, you can display, add, change and delete data pertaining to marking patterns.

Code: ⚡

Name: ⚡

Description:

Is Active: ☑

Pattern Type: Ratio ▼   **Ratio Denominator:** 100 ⬍

Include	Course Term Name	Set As Default ⭐
☐	1st Semester	☐
☐	2nd Semester	☐
☐	All Year	☐

Save   Save and New   Return to Marking Patterns

Include	Course Term Name	Set As Default ⭐
☐	1st Semester	☐
☐	2nd Semester	☐
☐	All Year course	☐

Check the appropriate box on the left to determine which Course Terms include this Marking Pattern. Check the appropriate box on the right if this Marking Pattern is the default for each Course Term. NOTE: Only one Course Term can be linked to a Marking Pattern.

Example: Do not link 1st Semester, 2nd Semester and All Year Course Term to the All Year Marking Pattern. Only the All Year Course Term should be linked to the All Year Marking Pattern.

Return to Marking Patterns – Will return to Marking Patterns grid without adding the new Marking Pattern.

View Pattern Rules – Link to Marking Pattern Rules maintenance screen (Edit only).

View Pattern Courses – Link to Courses with this Marking Pattern where additions or deletions can be made (Edit only).

Marking Pattern Rules Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Marking Patterns – Marking Pattern Rules

Marking Pattern Rules are defined for the Marking Patterns to determine how specific marking patterns behave including if they are included on GPA. The Marking Pattern Rules can be accessed only from the Marking Pattern Screen, as it is a "nested screen."

Note: Currently, a marking pattern rule may not contain any two Significance Types in the same Reporting Term other than 1 Progress Level and 1 "Not Used" type. An error will occur if multiples are assigned to a reporting term within the same pattern.

Click **Marking Pattern Rules** to view, add or modify specific Marking Pattern Rules for the selected Marking Pattern.

Click **Marking Pattern Courses** to view a list of courses in the linked Course Term(s)

🌼 – Default Marking Pattern.

Sorting – You may sort by any column (Name, Mark Type, Sequence Number, Reporting Term, Significance, Credit Percentage) in ascending or descending order by clicking on the column header.

Add/Edit Marking Pattern Rule

Marking Pattern Rules - 1st Semester
From this screen, you can display, add, change and delete data pertaining to marking pattern rules.

Name: _____ ⚡

Mark Type: Average ▼ ⚡

Sequence: ___ ⬍ ⚡

Reporting Term: ___ ▼ ⚡

Significance: ___ ▼ ⚡

Credit %: 100 ⬍ ⚡

Marks Start Date: _____ 📅

Marks Cutoff Date: _____ 📅

Save Save and New Cancel

Name (required) – Enter Name for the Marking Pattern Rule.

Mark Type (required) – Select from the dropdown menu of available Marking Types. For more information on the options in the dropdown see also section 1C. Mark Type Codes Maintenance.

Sequence (required) – Type in a number to determine in what order this Marking Pattern Rule will apply within the Marking pattern. **Please Note:** Date ranges for virtual reporting terms are considered identical to the next previous real reporting term. This means that, for those using virtual reporting terms for Interims, quarter terms will display above interim terms. However, if you set the sequence correctly (Qtr1 as sequence 2, Int1 as sequence 1, Qtr2 as sequence 4, Int2 as sequence 3, and so on), the report card will print correctly.

Reporting Term (required) – Select from the dropdown list, which reporting term this required rule will display. As of StudentInformation V10.0.1, if the Reporting Term is changed, the marks will still remain associated with this marking pattern rule.

Significance (required) – Select the significance factor of this rule. Valid options are Not Used, Progress 1, Progress 2 and Earned. This is called "Credit Type" in other modules. The possible options and their common uses are:

> **Not Used** – This could reference a mark which is not intended to be included in credit calculations, such as an interim or exam mark.

> **Progress 1** – This could reference a reporting period grade, such as a 9 weeks grade. This Mark Credit Type is a partial credit. If you wish this Mark Credit Type to be included in the GPA calculation, then select this option.

> **Progress 2** – This could reference a grade type other than final or grading period, such as a semester average grade. This Mark Credit Type is a partial credit. If you wish this Mark Credit Type to be included in the GPA calculation, then select this option.

Progress 3 – This can be used to reference an additional grade type, such as a temporary Credit Type to produce a 7-semester GPA. This Mark Credit Type is a partial credit. If you wish this Mark Credit Type to be included in the GPA calculation, then select this option.

Progress 4 – This can be used to reference an additional grade type. This Mark Credit Type is a partial credit. If you wish this Mark Credit Type to be included in the GPA calculation, then select this option.

Earned – This Mark Credit Type is a full credit type, such as a final grade. If you wish to use final grades in the GPA calculation then this Mark Credit Type should be checked.

Credit % (required) – Input a percent amount from 0-100. This signifies the ratio of the affected courses' attempted credit that will be granted based upon the mark value. Each Significance factor should total to 100 for a given Marking Pattern.

Marks Start Date – Select a start date for the marking pattern rule.

Marks Cutoff Date – Select an end date for the marking pattern rule.

Course Marking Pattern Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Marking Patterns – Course Marking Pattern

Course Marking Patterns are used to view, delete and add course sections as members of a marking pattern. If a course section is added to a pattern, it is automatically disassociated with the default pattern.

				Code	Name ^	Description	Course Terms	Active
✕	✎	Marking Pattern Rules	Marking Pattern Courses	Sem1	1st Semester		1st Semester ⭐	💡
✕	✎	Marking Pattern Rules	Marking Pattern Courses	Tn1	1st Trimester		All Year	💡
✕	✎	Marking Pattern Rules	Marking Pattern Courses	Sem2	2nd Semester		2nd Semester ⭐	💡
✕	✎	Marking Pattern Rules	Marking Pattern Courses	pso	post secondary		All Year ⭐	💡

Marking Patterns
From this screen, you can display, add, change and delete data pertaining to marking patterns.

Add Marking Pattern   -- All Course Terms --

☑ Show Active Only

Home » Management » School Administration » Marks Administration Menu » Marking Patterns

Click **Marking Pattern Courses** to view, add or modify specific Course Marking Pattern for the selected Marking Pattern.

Sorting – You may sort by any column (Course Code, Course Name, Department, Honor Course) in ascending or descending order by clicking on the column header.

✕ – Delete this Course from the selected Marking Pattern.

Search – Search for a Course(s) that match the Search Criterion and display those results in the Search Results list box.

Cancel – Will cancel the any selection or action and return user to the Marking Pattern Screen.

Add – Add the Course Section(s) to the selected Marking Pattern.

The Course Code (circled in example above) is a link to the Course Maintenance page. Course Maintenance is discussed in the Scheduling Documentation.

Add Course to Marking Pattern

Search Criteria – Make selections from the listed options, to search and create a list of courses, from which you may make selections to add to the Marking Pattern. Valid search options are: Course Code, Department, Area of Study, Subject Area and Grade Level.

Include Honors – Check this box if you wish to only include courses marked as Honors in the search results.

Hide Course Search/Show Course Search – Clicking this link will hide the search criteria from view as shown below, or re-display the criteria.

After making selections from the appropriate dropdown search options, click the **Search** button to produce a list of courses that match the criteria.

Now you may choose a course or courses by selecting those from the Search Results list box as shown below. (See getting started documentation for instructions on selecting single, range, etc. items from a list box).

Click **Add** to add the selected (highlighted) courses to the Marking Pattern.

You will receive a confirmation that the course section(s) has successfully been associated with the selected marking pattern. The newly added course section will be included in the list.

Adding a Course to a Marking Pattern removes it from other Marking Patterns.

Continue adding course sections as needed. When finished adding click the **Cancel** button to return to the Marking Pattern maintenance screen.

Combined Mark Group Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Combined Mark Group

Combined Mark Group is used to group like grades together for reporting and GPA and honor roll purposes. Marks entered in the group can then be totaled together in reports.

Sorting – You may sort by any column (Code, Name, Description, Point Value, Active) in ascending or descending order by clicking on the column header.

🔍 – View Combined Marks that make up this Combined Mark Group.

Add/Edit Combined Mark Group

Code (required) – Enter up to 4 characters – alphanumeric for the Combined Mark Group code. If you try to use an existing inactive Combined Mark Group code, you will be prompted to reactivate this inactive Combined Mark Group code if you wish.

Name (required) – Enter Name of Combined Mark Group code.

Description (optional) – Enter Description of Combined Mark Group code.

Point Value (required) – Enter point value amount that this Combined Mark Group will be worth for GPA calculations. Valid range is 0-10.

Combined Mark Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Combined Marks

Combined Marks make up the combined marks group. The combined marks maintenance screen is "nested" in the Combined Mark Group maintenance screen, so to view, add or modify the combined marks; you must first select the Combined Mark Group.

Click 🔍 to view, add or modify the Combined Marks that make up this Combined Mark Group.

Sorting – You may sort by any column (Mark, Mark Name) in ascending or descending order by clicking on the column header.

Mark – Select a Mark to add to the Combined Marks Group, and click the **Add Mark** button to add the Mark to the Combined Marks Group.

Back to Mark Groups – Return to the Combined Mark Groups list.

Course Difficulty Maintenance

Navigation: Home – Management – School Administration – Scheduling Administration – Course Maintenance – Course Difficulty

Course Difficulty codes are used to denote courses of elevated or possibly remedial stature. A school may elect to award alternate points for marks earned in specific courses based on the level of difficulty assigned for the course. A Course Difficulty Code is a "wrapper" for a Difficulty Point Scale.
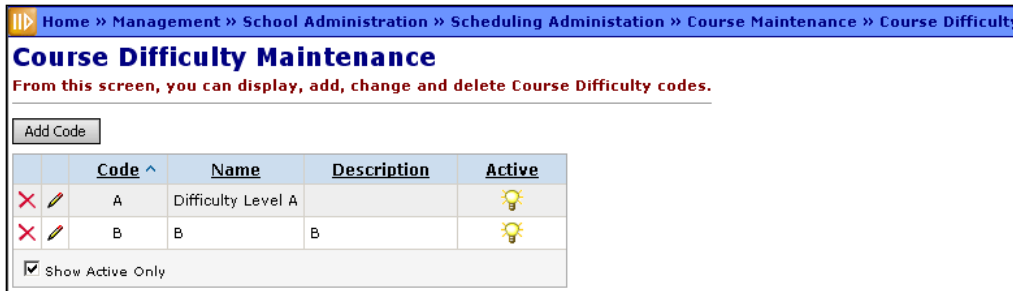
Sorting – You may sort by any column (Code, Name, Description, Active) in ascending or descending order by clicking on the column header.

Add/Edit Course Difficulty Code

Code (required) – Enter up to 4 character alphanumeric Course Difficulty Code. If you try to use an existing inactive Course Difficulty Code, you will be prompted to reactivate this inactive code if you wish.

Name (required) – Enter Name of Course Difficulty Code (up to 30 characters).

Description (optional) – Enter Description of Course Difficulty Code (up to 200 characters).

Difficulty Point Scale Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Difficulty Point Scale

Difficulty Point Scale defines an alternate point value for individual marks, for courses defined with a specific Course Difficulty Code (see 1G thru 1G-3).

Sorting – You may sort by any column (Level of Difficulty, Mark, Combined Mark Group, Point Value) in ascending or descending order by clicking on the column header.

Add/Edit Difficulty Point Value

Level of Difficulty (required) – Select a level of Difficulty (Course Difficulty Codes) which this value is being added.

Point Value (required) – Type in the point value to be associated with this Difficulty Point Value. This can be a decimal value between 0 and 1000 with a decimal precision of two (i.e. 3.55).

Mark – Either a Mark or Combined Mark Group must be selected from the appropriate dropdown menu, but not both.

Combined Mark Group – Either a Mark or Combined Mark Group must be selected from the appropriate dropdown menu, but not both.

Add-On Level Code Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Add-On Level Codes

An Add-On Level Code is used as a course property. Add-On Level along with GPA Add-On Points will determine if a student may be awarded additional points to his/her final GPA for a specific course based on the mark received for the course.

Sorting – You may sort by some columns (Code, Name, Active) in ascending or descending order by clicking on the column header.

Add/Edit Add-On Level Code

Code (required) – Enter up to 4 character alphanumeric Add-On Level Code. If you try to use an existing inactive Add-On Level Code, you will be prompted to reactivate this inactive Add-On Level if you wish.
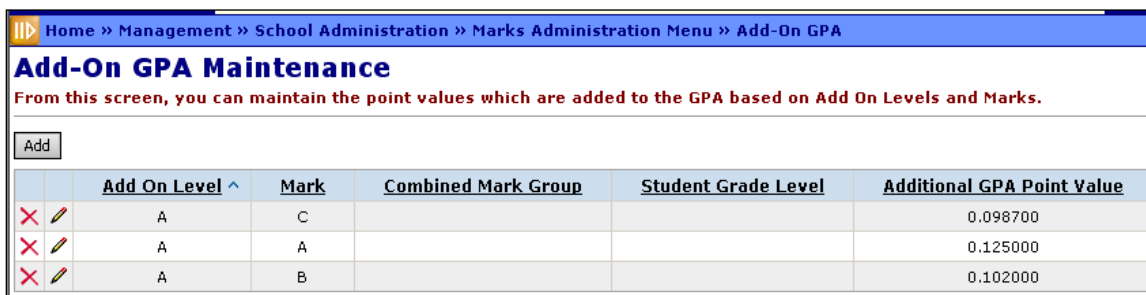
Name (required) – Enter Name of Add-On Level Code (up to 30 characters).

Use Credit Percentage (optional) – This is used for FNDLY Findlay Method Custom GPA Formula. When the flag is checked, it multiples the add-on point value times the credit percentage as defined on the Marking Pattern Rule.

GPA Add-On Points Maintenance

GPA add on points are awarded only for specified marks and optionally may be awarded based on a student's grade level as well. GPA Add-On Points may be assigned to individual marks or to a combined mark group. GPA Add-on Points are added to the resulting GPA.
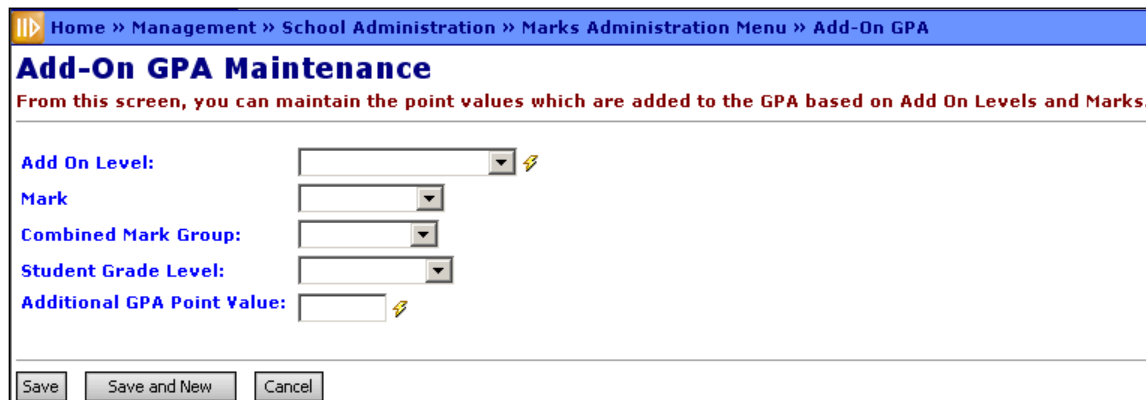
		Add On Level ^	Mark	Combined Mark Group	Student Grade Level	Additional GPA Point Value
✕	✎	A	C			0.098700
✕	✎	A	A			0.125000
✕	✎	A	B			0.102000

Home » Management » School Administration » Marks Administration Menu » Add-On GPA

Add-On GPA Maintenance
From this screen, you can maintain the point values which are added to the GPA based on Add On Levels and Marks.

Sorting – You may sort by any column (Add-On Level, Mark, Combined Mark Group, Student Grade Level, Additional GPA Point Value) in ascending or descending order by clicking on the column header.

Add/Edit Add-On GPA

Home » Management » School Administration » Marks Administration Menu » Add-On GPA

Add-On GPA Maintenance
From this screen, you can maintain the point values which are added to the GPA based on Add On Levels and Marks.

Add On Level:
Mark
Combined Mark Group:
Student Grade Level:
Additional GPA Point Value:

Save   Save and New   Cancel

Add On Level (required) – Select the appropriate Add-On Level (see 1J thru 1J-3.) from the dropdown list of available Add-On Levels.

Mark – Either a Mark or Combined Mark Group must be selected from the appropriate dropdown menu, but not both.

Combined Mark Group – Either a Mark or Combined Mark Group must be selected from the appropriate dropdown menu, but not both.

Student Grade Level (optional) – Select a grade level from the dropdown list, if the Add-On GPA is to be awarded ONLY if the student's Grade level is the selected grade level.

Additional GPA Point Value (required) – Input an Additional GPA point value between 0 and 10, inclusive with decimal precision of three (i.e. 0.345). This is the points that will be given for this Add-On GPA.

Student Exception Credit Maintenance

Navigation: Home – SIS – Student – Marks – Student Exception Credit

A credit exception may be established for an individual student in a specific course section. The specified exception credit amount will be applied as the attempted credit value for calculation of GPA and reporting course history for the student.

> *Note: Student Exception Credit values are dominant where an Exception Credit is specified for an individual student in a course section that ALSO has a course section exception credit specified.*

Sorting – You may sort by any column (Course Code, Course Name, Section, Teacher, Course Credit, Exception Credit) in ascending or descending order by clicking on the column header.

Add/Edit Student Exception Credit

Course Section – Choose a course section from the dropdown list of the selected student's courses. After selecting a course section from the dropdown list, the Course Credit and Teacher fields will be auto populated with the applicable information, as shown below.

Course Credit (auto assigned) – Default course credit that has been defined for this course section.

Teacher (auto assigned) – Name of the teacher who has been assigned to teach this course section.

Exception Credit (required) – Enter the Exception Credit amount to be used for this student for this course section.

Teacher Menu – Marks Tasks

Navigation: Home – Teacher Menu

From the Teacher Menu, teachers can perform two Marks-related tasks. Course Section Exception Credits (navigate to the Course Section Exception Credits page from the Teacher Course List), and Course Section Mark Entry.

For more information on Course Section Exception Credits and Course Section Mark Entry, see the *ProgressBook StudentInformation Teacher Menu Guide*.

Course Section Exception Credit

A teacher may establish a credit exception for individual students in a specific course section, or for all students in a specific course section. The specified exception credit amount will be applied as the attempted credit value for calculation of GPA and reporting course history for the student.

Course Section Mark Entry

The Teacher and any other authorized user can use the Course Section Mark entry page to enter and edit marks for students in a specific course section.

GPA Set Maintenance

GPA Set Maintenance screen is where the building defines the configuration required for calculating GPA and Rank.

Sorting – You may sort by any column (Name, Modified, Last Calculated) in ascending or descending order by clicking on the column header.

Modified – The date that the GPA Set parameters were last modified through GPA Set Maintenance.

Last Calculated – The date that the GPA Set was last calculated either through GPA Set Maintenance or Report Card Formatting (R700).
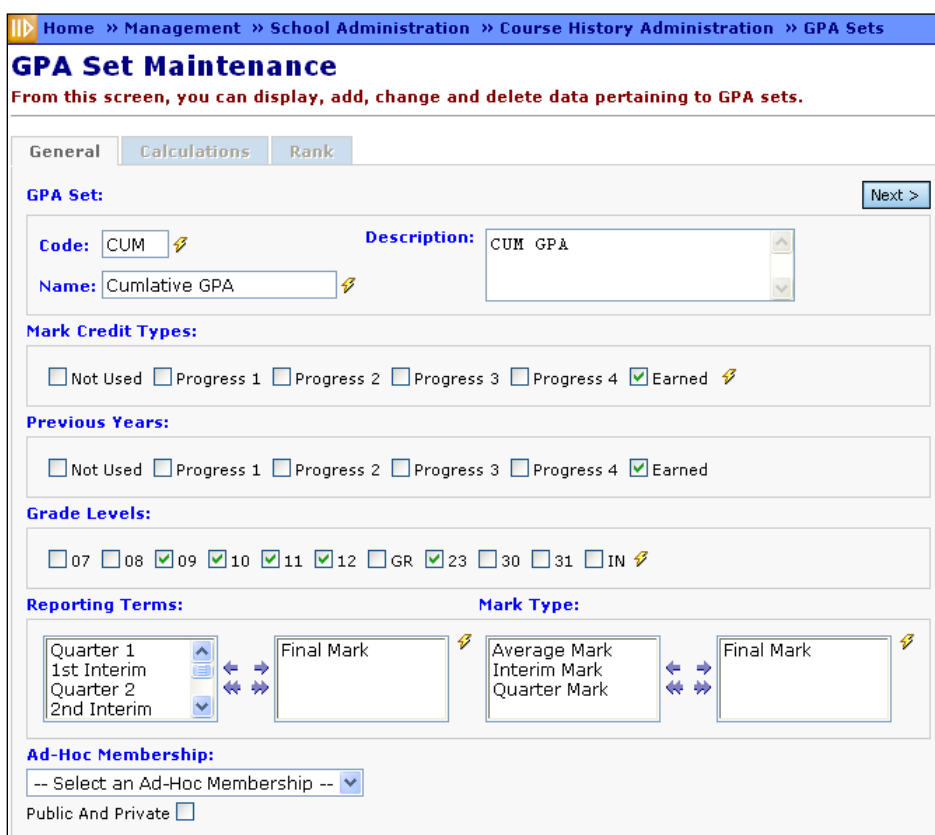
– Refresh GPA Set. Recalculates the GPAs based on latest marks.

> *Note: The Refresh GPA Set process may take a few minutes to complete. The Last Calculated column will display the correct date and time when the process is finished, but this page will not automatically refresh. Refresh this page by clicking its name in the breadcrumb trail after a few minutes to confirm that the GPA Set has been refreshed, or continue working in StudentInformation prior to returning to this page.*

GPA Set Maintenance – General Tab

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – General Tab

Add/Edit GPA Set – General Tab

Code (required) – Enter up to 4 characters, alphanumeric to designate this GPA Set Code.

Name (required) – Enter Name of GPA Set Code (up to 30 characters).

Description (optional) – Enter Description of GPA Set Code (up to 200 characters).

Mark Credit Types (required) –This determines which mark credit types will be included in the GPA Set. Check each credit type to be included in the GPA Calculation for the current year. (For more information on Mark Credit Types, see the "Significance" field definition in Marking Pattern Rules Maintenance section above.)

Previous Years (optional) – This determines which mark credit types from course history will be included in the GPA Set. Check each credit type to be included in the GPA Calculation from course history. (For more information on Mark Credit Types, see the "Significance" field definition in Marking Pattern Rules Maintenance section above.)

Grade Levels (required) – Check the boxes for each grade level of students to be included in this GPA Set. Other students will not receive a GPA from this GPA Set.

Reporting Terms (required) – Select appropriate reporting terms from the left list box to be included in this GPA calculation for the current year, and move to the right. Only selected Reporting Terms with the appropriate Mark Credit Type will be included for the current year, even if you include Reporting Terms with Mark Credit Types that are not marked.

> *Note: This field does not filter previous years' course history marks.*

Mark Type (required) – Select appropriate mark types from the left list box to be included in this GPA calculation for the current year, and move to the right. Only marks of the selected Mark Types with the appropriate Mark Credit Type will be included for the current year, even if you include Mark Types for Mark Credit Types that are not marked. **NOTE:** This field does not filter previous years' course history marks.

> *Note: The above filters for Mark Credit Types, Reporting Terms and Mark Type are all additive filters for current year marks. ONLY marks which are one of the selected mark types, with a selected mark credit type, and in a selected reporting term, will be included in the GPA Calculation. MAKE SURE you select mark types, mark credit types and reporting terms that can be used together (if you select mark types, mark credit types and reporting terms, which do not match and cannot match, your GPA calculations will error).*

Ad-Hoc Membership (optional) – If you select an Ad-Hoc Membership from the drop-down list, only the students in that Ad-Hoc Membership in the selected grade levels will receive a GPA from this GPA Set. Check the "Public And Private" checkbox to see Memberships created by other users in your drop-down list.

Next> – Proceed to the Calculations tab.

GPA Set Maintenance – Calculations Tab

Add/Edit GPA Set – Calculations Tab

<Back – Return to the General tab.

Next>– Proceed to the Rank tab.

Formula (required) – Choose a formula from the dropdown menu. The available options are determined by your **StudentInformation Options** screen **Marks** type: Alpha or Numeric. Selecting certain formula options will display additional options on this tab. The CRCT, RAWN, STDA, and STDN formulas are intended for general use, while the other formulas are custom GPA formulas, and may not be useful outside their specific districts.

Precision (required) – Number of decimal places for the GPA Calculation.

> *Note: If GPA results are different between StudentInformation and SIS, it may be a rounding difference; StudentInformation is more accurate when rounding GPA values than SIS.*

GPA Set Formula Options for Alpha Schools

GPA Set Formula Options for Numeric Schools

GPA Set Maintenance – CRCT GPA by Course Count Formula

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – Calculations Tab – Formula = CRCT GPA by Course Count

This formula uses any course flagged as "In GPA" with a mark that is also set "in GPA". This is the simplest of all GPA calculations and the credit value is not taken into account. This calculation is ideal for middle schools and elementary schools that do not use credit amounts on their courses.

CRCT GPA Calculation = The total of all points awarded based on point grading scale for each course divided by the total number of courses included in the GPA.

Precision (required) - Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) - Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student.

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Use Difficulty Points (optional) – Check this box to use this method of adjusting grade points. (See the Difficulty Point Scale and Course Difficulty sections earlier in this document.)

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Use Add-on Points (optional) – Check this box to use this method of adjusting grade points. (See the Add-on Level Code section earlier in this document.)

Use Period Weighting: This option will apply only to the Course Count GPA calculation. The points earned for a mark in a reporting period will be multiplied by the maximum number of calendar periods the course section meets on any day in the finalized schedule. This weighted value is included in the GPA calculation numerator as normal; the mark count for the individual course section used in the denominator remains one (1).

Ignore Dropped Course Selections (optional) - When the option is checked the GPA calculation will include marks and credit in course sections only if the student completed the course, or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

Multipliers: This option will apply only to the existing Course Count GPA type. The multiplier value can be in the range of 0.00 to 10.00. The multiplier value will be applied to both the point value for the mark earned as well as the value to be included in the denominator (i.e. 1• [specified value]). If a school includes exam type marks at one half (0.5) the value as other marks, the multiplier value will be set to 0.5; for example, the point value for the mark earned will be one half the value defined in the school's marks configuration, and the mark will be included in the denominator as only 0.5 instead of 1.

GPA Set Maintenance – STDA Standard GPA Calculation (Alpha) Formula

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – Calculations Tab – Formula = STDA Standard GPA Calculation (Alpha)

The STDA is the standard GPA calculation using full or partial (prorated) credit. It is the most commonly used GPA calculation and can be used by any school which has credit values on courses. STDA (Alpha) can be used by Alpha or Numeric schools and will yield GPAs on a 4.00 scale (i.e. 3.69, 4.00, etc.) It uses the point value of the mark instead of the numeric value.

STDA GPA Calculation − (Sum of the point value of each mark multiplied by the attempted credit amount of the course) divided by the sum of the attempted credits for all courses in the GPA calculation.

Precision (required) - Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) - Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Use Difficulty Points (optional) – Check this box to use this method of adjusting grade points. (See the Difficulty Point Scale and Course Difficulty sections earlier in this document.)

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Use Add-on Points (optional) – Check this box to use this method of adjusting grade points. (See the Add-on Level Code section earlier in this document.)

Use Prorated Credit (optional) – Applies credits based on the Mark Credit Ratio configured for the associated Marking Pattern Rule. This option uses the credit percent or credit ratio, depending which is set up. If using percentages, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times the numeric value of the mark, for one-third of the mark to be included in the calculation. Calculated credits are figured by taking total

credit times the percentage or ratio, whichever is set up. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should only be used when granting credit prior to a Final mark, and is equivalent to the "Divided by Terms" qualifier from SIS. Note that if you want to duplicate the old STDP and NUMP calculations, you should use STDA or STDN, and check this checkbox. If you want to duplicate the old STDF and NUMF calculations, use STDA or STDN and do not check this checkbox.

The Use Manual Course History Mark Credit Detail and Use Manual Course History Course Credit options are available when the Use Prorated Credit option is deselected. Selecting the Use Manual Course History Mark Credit Detail option causes the attempted credit value on the Students tab on the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation. Selecting the Use Manual Course History Course Credit option causes the attempted credit value on the Course Details tab of the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation.

Ignore Dropped Course Selections (optional) - When the option is checked the GPA calculation will include marks and credit in course sections only if the student completed the course, or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

GPA Set Maintenance – RAWN Raw Numeric GPA Calculation Formula

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – Calculations Tab – Formula = RAWN Raw Numeric GPA Calculation

This formula uses the numeric point value of a mark instead of the standard point value (the 4.00 scale). Any alpha marks are excluded. Instead of credit ratio or credit percentage, this formula uses 100% of the credit value for every mark included. For instance, if you are including two reporting term marks for the same course in the calculation, the full credit is used for each of those marks. Each numeric mark is multiplied by the credit amount, and then the resulting points are totaled for all courses and divided by the total number of credits for all courses included to find the resulting GPA.

Precision (required) - Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) - Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student.

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Ignore Dropped Course Selections (optional) - When the option is checked the GPA calculation will include marks and credit in course sections only if the student completed the course, or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

GPA Set Maintenance – STDN Standard GPA Calculation (Numeric) Formula

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – Calculations Tab – Formula = STDN Standard GPA Calculation (Numeric)

Standard GPA Calculation (Numeric)

The STDA is the standard GPA calculation using full or partial (prorated) credit. It is the most commonly used GPA calculation and can be used by any school which has credit values on courses. STDA (Numeric) can only be used by Numeric schools and will yield GPAs of 98.63, 78.63, etc. This formula should be used when the school is using numeric marks (100 point scale). It uses the numeric value of the mark instead of the point value.

STDA GPA Calculation − (Sum of the point value of each mark multiplied by the attempted credit amount of the course) divided by the sum of the attempted credits for all courses in the GPA calculation.

Precision (required) - Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) - Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student.

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Use Difficulty Points (optional) – Check this box to use this method of adjusting grade points. (See the Difficulty Point Scale and Course Difficulty sections earlier in this document.)

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Use Add-on Points (optional) – Check this box to use this method of adjusting grade points. (See the Add-on Level Code section earlier in this document.)

Use Prorated Credit (optional) – Applies credits based on the Mark Credit Ratio configured for the associated Marking Pattern Rule. This option uses the credit percent or credit ratio, depending which is set up. If using percentages, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times the numeric value of the mark, for one-third of the mark to be included in the calculation. Calculated credits are figured by taking total credit times the percentage or ratio, whichever is set up. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should only be used when granting credit prior to a Final mark, and is equivalent to the "Divided by Terms" qualifier from SIS. Note that if you want to duplicate the old STDP and NUMP calculations, you should use STDA or STDN, and check this checkbox. If you want to duplicate the old STDF and NUMF calculations, use STDA or STDN and do not check this checkbox.

The Use Manual Course History Mark Credit Detail and Use Manual Course History Course Credit options are available when the Use Prorated Credit option is deselected. Selecting the Use Manual Course History Mark Credit Detail option causes the attempted credit value on the Students tab on the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation. Selecting the Use Manual Course History Course Credit option causes the attempted credit value on the Course Details tab of the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation.

Ignore Dropped Course Selections (optional) - When the option is checked the GPA calculation will include marks and credit in course sections only if the student completed the course, or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

GPA Set Maintenance – FNDLY Findlay Method Formula

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – Calculations Tab – Formula = FNDLY Findlay Method

Findlay Method

This method was created for Findlay High School (NOACSC), but can be used by anyone. The Findlay Method rewards students taking honors level courses by adding points to the ranking value. Students receive a specified number of add-on points to their GPA value relative to the grade received in the course. In addition, students can earn an additional add-on value based on the number of credits earned in excess of a specified number of credits (Honors Base Credit Value). The excess credits are divided by a specified value (Honors Credit Divisor) to determine the final add-on point value.

Findlay Method GPA Calculation

Standard GPA is calculated using prorated credit. If student has taken an Honors course (Is Honors Course checked), they will receive the specified add-on amount for each course if they receive a grade of O, A, or B. This GPA is then used at Semester time. At the end of the year, the GPA is calculated again using the STDA formula using prorated credit. If the student has taken at least one honors course, regardless of their grade, they receive another add-on based on the number of credits that exceeds the Honors Base Credit Value divided by the Honors Credit Divisor.

Required Setup Items

- Add-On Levels should be set up in the current year and all prior years (Add-On Level Codes Maintenance and Add-On GPA Set Maintenance)

- Courses and Course History should be marked as Is Honors and have an add-on level selected if they receive the extra point value. (Manually Entered Courses and Courses-Marks tab)

Precision (required) - Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) - Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student.

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Use Difficulty Points (optional) – Check this box to use this method of adjusting grade points. (See the Difficulty Point Scale and Course Difficulty sections earlier in this document.)

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Use Add-on Points (optional) – Check this box to use this method of adjusting grade points. (See the Add-on Level Code section earlier in this document.)

Please Note: If the "Use Credit Percentage" on the Add-On Level Codes Maintenance is checked, the Add-On Point Value is multiplied times the credit percentage as defined on the Marking Pattern Rule. This is specific to the FNDLY Findlay Method.

Use Prorated Credit (optional) – Applies credits based on the Mark Credit Ratio configured for the associated Marking Pattern Rule. This option uses the credit percent or credit ratio, depending which is set up. If using percentages, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times the numeric value of the mark, for one-third of the mark to be included in the calculation. Calculated credits are figured by taking total credit times the percentage or ratio, whichever is set up. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should only be used when granting credit prior to a Final mark, and is equivalent to the "Divided by Terms" qualifier from SIS. Note that if you want to duplicate the old STDP and NUMP calculations, you should use STDA or STDN, and check this checkbox. If you want to duplicate the old STDF and NUMF calculations, use STDA or STDN and do not check this checkbox.

The Use Manual Course History Mark Credit Detail and Use Manual Course History Course Credit options are available when the Use Prorated Credit option is deselected. Selecting the Use Manual Course History Mark Credit Detail option causes the attempted credit value on the Students tab on the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation. Selecting the Use Manual Course History Course Credit option causes the attempted credit value on the Course Details tab of the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation.

Ignore Dropped Course Selections (optional) – When the option is checked the GPA calculation will include marks and credit in course sections only if the student completed the course, or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

Honors Base Credit Value (optional) – The number of credits the student must exceed AND have at least on Honors course to qualify for an extra add-on bonus at the end of the year.

Honors Credit Divisor (optional) – The number divided into the number of credits which exceeds the Honors Base Credit Value – used to calculate the extra add-on bonus at the end of the year.

Example:

- Honors Base Credit Value = 20
- Honors Credit Divisor = 40
- Student Credits Earned = 29 (at least one of the credits is a honors course)
- Extra Add-On Bonus = (29 – 20) / 40 = .225

GPA Set Maintenance – HNRS Honors GPA Formula

HNRS Honors GPA

The Honor Grade Point Average (HGPA) is used by LACA school districts. The HGPA is designed to compensate for the inequity that exists in districts that offer Advanced Placement or Honors classes where students can earn higher than normal points for the grade they receive. The GPA for students taking honors course can be harmed when the student takes additional non-honors courses. Honors courses will be determined by using the "Is Honors Course" flag on the Marks tab of the Course Maintenance screen and will be averaged separately.

HNRS Honors GPA Calculation

([(Weighting Factor) * (STD GPA w/out Honor Courses included)] + [Sum of (Each Honor Credit * Each Honor Point)]) /   (Weighting Factor + Total Number of Honor Credits)

Required Setup Items

- Difficulty Point Scales need set up in the current year and prior years (Difficulty Point Scale Maintenance).

- Difficulty point scales need linked to all course history (Manually Entered Courses). Simply creating a difficulty scale in a prior year and linking the difficulty scale to the course will not automatically link the scale to the course history. A mass update will need to be performed to link the new difficulty scale to the course history.

- Configure Honor GPA Weighting Factor table. The Honor GPA Grade Level Weighting Factor can only be reached thru the GPA Set Calculation tab when the Honors formula is chosen. The Weighting Factor is the minimum number of credits (by grade level) a student should have.

- Courses should be marked as Is Honors as necessary. (Courses-Marks tab)

Precision (required) – Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) – Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student.

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Use Difficulty Points (optional) – Check this box to use this method of adjusting grade points. (See the Difficulty Point Scale and Course Difficulty sections earlier in this document.)

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Use Add-on Points (optional) – Check this box to use this method of adjusting grade points. (See the Add-on Level Code section earlier in this document.)

Use Prorated Credit (optional) – Applies credits based on the Mark Credit Ratio configured for the associated Marking Pattern Rule. This option uses the credit percent or credit ratio, depending which is set up. If using percentages, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times the numeric value of the mark, for one-third of the mark to be included in the calculation. Calculated credits are figured by taking total credit times the percentage or ratio, whichever is set up. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should only be used when granting credit prior to a Final mark, and is equivalent to the "Divided by Terms" qualifier from SIS. Note that if you want to duplicate the old STDP and NUMP calculations, you should use STDA or STDN, and check this checkbox. If you want to duplicate the old STDF and NUMF calculations, use STDA or STDN and do not check this checkbox.

The Use Manual Course History Mark Credit Detail and Use Manual Course History Course Credit options are available when the Use Prorated Credit option is deselected. Selecting the Use Manual Course History Mark Credit Detail option causes the attempted credit value on the Students tab on the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation. Selecting the Use Manual Course History Course Credit option causes the attempted credit value on the Course Details tab of the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation.

Ignore Dropped Course Selections (optional) - When the option is checked the GPA calculation will include marks and credit in course sections only if the student completed the course, or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

Honor GPA Weighting Factor

Grade Level – Select a grade level from this drop-down, enter a Weight Factor, which can range from 0.00 to 50.00 (or increment/decrement the Weight Factor by 1 per click of the arrow buttons), and click the Add button to add a Weighting Factor for the selected grade. Note that Weighting Factors are intended for use with the HNRS GPA formula, and should represent the expected number of credits a student should have earned at each grade level.

✕ – Remove this grade level's Weighting Factor.

Return to GPA Set Maintenance – Return to the GPA Set Maintenance page Calculations tab for the GPA Set you were editing.

GPA Set Maintenance – JKSN Jackson Method Formula

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – Calculations Tab – Formula = JKSN Jackson Method

This is a custom GPA formula, and is the only formula which uses Mark Substitution and Mark Bumps.

Precision (required) - Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) - Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student.

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Use Difficulty Points (optional) – Check this box to use this method of adjusting grade points. (See the Difficulty Point Scale and Course Difficulty sections earlier in this document.)

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Use Add-on Points (optional) – Check this box to use this method of adjusting grade points. (See the Add-on Level Code section earlier in this document.)

Use Prorated Credit (optional) – Applies credits based on the Mark Credit Ratio configured for the associated Marking Pattern Rule. This option uses the credit percent or credit ratio, depending which is set up. If using percentages, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times the numeric value of the mark, for one-third of the mark to be included in the calculation. Calculated credits are figured by taking total credit times the percentage or ratio, whichever is set up. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should only be used when granting credit prior to a Final mark, and is equivalent to the "Divided by Terms" qualifier from SIS. Note that if you want to duplicate the old STDP and NUMP calculations, you should use STDA or STDN, and check this checkbox. If you want to duplicate the old STDF and NUMF calculations, use STDA or STDN and do not check this checkbox.

The Use Manual Course History Mark Credit Detail and Use Manual Course History Course Credit options are available when the Use Prorated Credit option is deselected. Selecting the Use Manual Course History Mark Credit Detail option causes the attempted credit value on the Students tab on the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation. Selecting the Use Manual Course History Course Credit option causes the attempted credit value on the Course Details tab of the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation.

Ignore Dropped Course Selections (optional) - When the option is checked the GPA calculation will include marks and credit in course sections only if the student completed the course, or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

GPA Set Maintenance – MTV Mount Vernon Method Formula

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – Calculations Tab – Formula = MTV Mount Vernon Method

This is a custom GPA Formula.

MTV Mount Vernon GPA Calculation

(Sum of [(points awarded based on point grade scale for each course + .05) * (GPA Credits – Minimum Credits)] divided by Sum of GPA Credits) + Any applicable Add-On Points

In the above formula, if Minimum Credits has not been set, the formula will resort to GPA Credits.

Also, the above formula has the potential to give a negative result, in such cases the GPA will be set to 0.

Precision (required) - Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) - Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student.

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Use Difficulty Points (optional) – Check this box to use this method of adjusting grade points. (See the Difficulty Point Scale and Course Difficulty sections earlier in this document.)

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Use Add-on Points (optional) – Check this box to use this method of adjusting grade points. (See the Add-on Level Code section earlier in this document.)

Use Prorated Credit (optional) – Applies credits based on the Mark Credit Ratio configured for the associated Marking Pattern Rule. This option uses the credit percent or credit ratio, depending which is set up. If using percentages, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times the numeric value of the mark, for one-third of the mark to be included in the calculation. Calculated credits are figured by taking total credit times the percentage or ratio, whichever is set up. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should only be used when granting credit prior to a Final mark, and is equivalent to the "Divided by Terms" qualifier from SIS. Note that if you want to duplicate the old STDP and NUMP calculations, you should use STDA or STDN, and check this checkbox. If you want to duplicate the old STDF and NUMF calculations, use STDA or STDN and do not check this checkbox.

The Use Manual Course History Mark Credit Detail and Use Manual Course History Course Credit options are available when the Use Prorated Credit option is deselected. Selecting the Use Manual Course History Mark Credit Detail option causes the attempted credit value on the Students tab on the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation. Selecting the Use Manual Course History Course Credit option causes the attempted credit value on the Course Details tab of the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation.

Ignore Dropped Course Selections (optional) - When the option is checked the GPA calculation will include marks and credit in course sections only if the student completed the course, or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

GPA Set Maintenance – QP Quality Points Formula

This is a custom GPA formula.

Precision (required) - Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) - Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student.

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Use Difficulty Points (optional) – Check this box to use this method of adjusting grade points. (See the Difficulty Point Scale and Course Difficulty sections earlier in this document.)

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Use Add-on Points (optional) – Check this box to use this method of adjusting grade points. (See the Add-on Level Code section earlier in this document.)

Use Prorated Credit (optional) – Applies credits based on the Mark Credit Ratio configured for the associated Marking Pattern Rule. This option uses the credit percent or credit ratio, depending which is set up. If using percentages, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times the numeric value of the mark, for one-third of the mark to be included in the calculation. Calculated credits are figured by taking total credit times the percentage or ratio, whichever is set up. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should only be used when granting credit prior to a Final mark, and is equivalent to the "Divided by Terms" qualifier from SIS. Note that if you want to duplicate the old STDP and NUMP calculations, you should use STDA or STDN, and check this checkbox. If you want to duplicate the old STDF and NUMF calculations, use STDA or STDN and do not check this checkbox.

The Use Manual Course History Mark Credit Detail and Use Manual Course History Course Credit options are available when the Use Prorated Credit option is deselected. Selecting the Use Manual Course History Mark Credit Detail option causes the attempted credit value on the Students tab on the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation. Selecting the Use Manual Course History Course Credit option causes the attempted credit value on the Course Details tab of the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation.

Ignore Dropped Course Selections (optional) - When the option is checked the GPA calculation will include marks and credit in course sections only if the student completed the course, or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

GPA Set Maintenance – WAPK Wapak Method Formula

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – Calculations Tab – Formula = WAPK – Wapak Method

This custom formula performs the standard GPA calculation and then uses that GPA value in the following formula to calculate the final GPA value:

WAPK Wapak Method Calculation − (StandardGPA * [0.5/4]) + (HonorsCourses * [0.25/15]) + (MaxACTCompositeScore * [0.15/36]) + (GPACredits * [0.1/28]).

Precision (required) - Designate to what precision the GPA calculation shall be calculated (how many decimal points).

Missing Marks Handling (required) - Define how missing marks will be handled in the GPA calculation for this GPA Set:

- **Ignore Mark** – Mark will be excluded from the GPA calculation for the individual student.

- **Ignore Student** – Student will not be included in the Rank and GPA calculations.

- **Use 0** – The Missing Mark will be included with a point value of zero (0). Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Use Difficulty Points (optional) – Check this box to use this method of adjusting grade points. (See the Difficulty Point Scale and Course Difficulty sections earlier in this document.)

Include Other Schools (optional) – Includes courses taken at different schools within the same district in the GPA calculations reported on student transcripts (R702).

Use Add-on Points (optional) – Check this box to use this method of adjusting grade points. (See the Add-on Level Code section earlier in this document.)

Use Prorated Credit (optional) – Applies credits based on the Mark Credit Ratio configured for the associated Marking Pattern Rule. This option uses the credit percent or credit ratio, depending which is set up. If using percentages, the numeric mark value is multiplied by credit percentage for a resulting point value. If using ratio, the mark is divided by the ratio. For instance, if a trimester school had a ratio of 1:3, it would use one-third of the credit value, times the numeric value of the mark, for one-third of the mark to be included in the calculation. Calculated credits are figured by taking total credit times the percentage or ratio, whichever is set up. Total prorated credits would be used as the divisor in the calculation.

Prorated Credit should only be used when granting credit prior to a Final mark and is equivalent to the "Divided by Terms" qualifier from SIS.

The Use Manual Course History Mark Credit Detail and Use Manual Course History Course Credit options are available when the Use Prorated Credit option is deselected. Selecting the Use Manual Course History Mark Credit Detail option causes the attempted credit value on the Students tab on the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation. Selecting the Use Manual Course History Course Credit option causes the attempted credit value on the Course Details tab of the Manually Entered Course screen to be used for manually entered courses being included in the GPA calculation.

Ignore Dropped Course Selections (optional) – When the option is checked, the GPA calculation will include marks and credit in course sections only if the student completed the course or if the student is presently enrolled. Any marks a student receives in classes the student has dropped will not be used in the GPA calculation.

GPA Set Maintenance – Rank Tab

Navigation: Home – Management – School Administration – Course History Administration – GPA Sets – Rank Tab

Add/Edit GPA Set – Rank Tab

<Back – Return to the Calculations tab.

Source (required) – Select a value that will be used as the source for rank. Options are GPA (default), Credits, Points and the custom methods: Lake Method, Mansfield Method and Quality Points.

GPA – This default rank method orders students by GPA, students with the highest GPA first.

Credits – this rank method orders student by total credits earned, students with the highest credits earned value first.

Points – This rank method order students by total grade points earned (prior to averaging into a GPA), students with the highest total grade points earned value first.

Lake Method – The Lake method of ranking multiples the GPA by a fixed value and then adds the number of earned credits. However, the number of earned credits used in the calculation may be limited to a specified value. The GPA multiplier and the maximum number of credits that can be earned will be specified in the rank section of the GPA set configuration as shown below. The multiplier value and the maximum credits value will be copied forward with the GPA Set during the School Year Initialization process.

Mansfield Method – This is a custom rank formula. The Mansfield Method generates the ranking value in the same manner as the student GPA, but point values of individual marks are multiplied by a Course Rank Weight. See the Scheduling End User Guide for details on Course Rank Weight Maintenance.

Quality Points – This is a custom rank formula. The Quality Points rank method determines the rank value by adding the point values for all marks earned in the reporting periods specified in the GPA Set configuration. The Quality Points rank method will also include the Course Rank Weight multiplier as described above in the Mansfield Method.

WAPAK Method – This is a custom rank formula. The GPA is first calculated using the standard calculation. This is then used for the final GPA calculation/ranking.

Final GPA = (0.5 / 4 * GPA) + (0.25 / 15 * HonorsCourses) + (0.15 / 36 * MaxACTComposite) + (0.1 / 28 * GPACredits)

Ties (required) – Two options are available for the method that will be used to calculate rank position when ties occur. Select one of the following options:

> **Count All Students as the Same** (this method allows ties, so it would rank students with the same GPA as the same rank: for example, if the first four students all had GPA 4.0, and the ranking is using GPA, all four students would be Rank 1, with the next student being Rank 5 (or tied for Rank 5), and so on.)

> **Count Each Student Separately** (this method does not allow ties, and will rank each student separately)

Include inactive students – Yes or No; check if inactively coded students are to be included in the ranking and GPA calculations.

Include students with no marks – Yes or No; check if students without marks are to be included in the ranking and GPA calculations.

Standard Marks Comments Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Standard Comments Maintenance

The StudentInformation application will provide the ability for Standard and free form comments to be added to the student mark records for individual reporting periods for historical purposes and to be printed on report cards. Free Form Comments are discussed in the Teacher Menu documentation. This section addresses Standard Comments.

Sorting – You may sort by any column (Code, Type, Text, Active) in ascending or descending order by clicking on the column header.

Add/Edit Standard Comment

Code (required) – Enter up to 4 characters alphanumeric Standard Comment Code. If you try to use an existing inactive Comment Code, you will be prompted to reactivate this inactive Comment Code if you wish.

Text (required) – Input the Comment Text; up to 80 characters.

Type (required) – Select the applicable comment type. Valid options are General Mark, Effort or Work Habit.

Note: If a standard comment definition is changed, all students using that comment will have their comments reflect the change. This allows for typos in standard comments to be corrected and reflected on report cards without having to edit each student's comments.

Grade Level Credit Multiplier Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Grade Level Credit Multiplier

The Grade Level Credit Multiplier allows credits to be applied to a student by a ratio based on the student's grade level. This feature works like the Credit Multiplier feature of SIS. **USE THIS FEATURE ONLY IF NEEDED.** It increases <u>ALL</u> Credits in GPA and <u>ALL</u> Course Credits for <u>ALL</u> students in a Grade Level.

Sorting – You may sort by any column (Code, Name, Description, Grade Level, Multiplier) in ascending or descending order by clicking on the column header.

Add/Edit Grade Level Credit Multiplier

Code (required) – Enter up to 4 characters, alphanumeric, to define the Grade Level Credit Multiplier Code.

Name (required) – Enter Name of Grade Level Credit Multiplier (up to 30 characters).

Description (optional) – Enter Description of Grade Level Credit Multiplier (up to 200 characters).

Grade Level (required) – Select the applicable grade level from the dropdown menu.

Multiplier (required) – Input value from 0-10 (inclusive) with decimal precision of two. (i.e. 0.34) This is the multiplier that will be used for calculations.

Honor Roll Maintenance

A school may define multiple Honor Rolls and each Honor Roll may be defined with different criteria. These Honor Rolls may be point based, GPA based and Mark based.

Honor Rolls are sub-sets of GPA Sets. Honor Rolls work in conjunction to GPA sets. Actual Honor Roll records are created for each student qualifying for an Honor Roll. When GPA sets are recalculated, corresponding Honor Roll sets are rebuilt as well.

Sorting – You may sort by any column (Code, Name, Type, Description, Min. Courses, Min. Marks, GPA Required, Precedence, Ignore Precedence or Honor Message) in ascending or descending order by clicking on the column header.

Exclusion Marks – View Honor Roll Exclusion Marks (see the following Honor Roll Mark Inclusion/Exclusion Rule section).

Memberships – View Honor Roll Memberships (see the following Honor Roll Memberships section).

Add/Edit Honor Roll

Code (required) – Enter up to 4 characters alphanumeric Honor Roll Code.

Name (required) – Enter Name of Honor Roll (up to 30 characters).

Type (required) – The type of Honor Roll being defined, valid responses are; Point Based, GPA Based and Mark Based.

Description (optional) – Enter Description of Honor Roll (up to 200 characters).

Min Number of Courses (required) – Minimum number of courses that the student must have taken for the reporting period to qualify for this honor roll. Valid range of 0-20 may be used, with zero (0) indicating that no minimum is required.

Min Number of Marks (required) – Minimum number of marks that the student must have earned for the reporting period to qualify for this honor roll. Valid range of 0-50 may be used, with zero (0) indicating that no minimum is required.

Minimum GPA (optional) – GPA required to qualify for this Honor Roll, with decimal values from 0-100 being used with a precision of two decimal places.

GPA Set (required) – Determines the GPA set to be used to determine student GPA. Select valid option from the dropdown menu of previously defined GPA Sets.

Note: If you adjust the GPA Set, you will only get accurate Honor Roll information on a report card if you select the correct GPA Set and Honor Roll.

Precedence (required) – The precedence of the Honor Roll within Honor Rolls of the same type. The student may qualify for more than one honor roll, and Precedence determines which honor roll the student receives. The honor roll with the lowest precedence value will be selected for a given student.

Ignore Precedence (required) – Yes or No; flag indicating that the precedence rule will be ignored for this Honor Roll. A student with all "A" Marks would appear on both an "All A Honor Roll" and an "A/B Honor Roll" if Precedence is ignored.

Max Number of Missing Marks (required) – The Maximum number of missing marks allowed by marking pattern rules the student may have for the reporting period to qualify for this honor roll. Valid options are 1-100.

Min Number of Credits (required) – The minimum number of points the student must have attempted for the reporting period to qualify for the honor roll. Valid range of 0-100 may be used, allowing for decimal points in increments of 0.1. A zero (0) indicates that no minimum is required.

Include Primary Building Students Only – If you select this option, only students with a school building filled in on the **Primary Building** field on their **Edit Student Profile** screen **Additional** tab are included on the honor roll listing.

Honor Message (optional) – Text message that will be printed on report card and various screens to indicate the student qualified for the specified Honor Roll. (A congratulatory Message – up to 200 characters, for example).

Honor Roll Mark Inclusion/Exclusion Rule

Navigation: Home – Management – School Administration – Marks Administration Menu – Honor Rolls – Honor Roll Inclusion/Exclusion Rules

Honor Roll Mark Inclusion/Exclusion allows the school to define specific marks that may include/exclude a student from an Honor Roll. An example is that a student may qualify for an Honor Roll based on his/her GPA, but may have earned a "C" mark that is listed as an exclusion mark for that honor roll. Therefore the student would not qualify for that specific honor roll.

Note: The Honor Roll Mark Inclusion/Exclusion is nested within the Honor Roll to which it applies. To add or delete Rules for Honor Roll Mark Inclusion/Exclusion, you must first select the appropriate Honor Roll.

			Code	Name ^	Type	Description	Min Courses	Min Marks	GPA Required	Precedence	Ignore Precedence	Honor Message
✕ ✎	Exclusion Marks	Memberships	HR 1	Honor Roll 1	GPA		1	1	4.000000	1	☐	Congratulations! Honor Roll I
✕ ✎	Exclusion Marks	Memberships	HR 2	Honor Roll 2	GPA		1	1	3.000000	2	☐	Congratulations! Honor Roll II

Home » Management » School Administration » Marks Administration Menu » Honor Rolls   Advanced Search | Feedback | M

Honor Roll Maintenance
From this screen, you can display, add, change and delete data pertaining to honor rolls.

Add Honor Roll

Select **Exclusion Marks** to view, add or delete Honor Roll Mark Inclusion/Exclusion rules.

Mark – Either a Mark or Combined Mark Group must be selected from the appropriate dropdown menu, but not both.

(Combined) Mark Group – Either a Mark or Combined Mark Group must be selected from the appropriate dropdown menu, but not both.

Number Allowed – Enter the number of selected Marks (or Mark Groups) that may be permitted for this rule:

- 0 – None of the specified Marks or Mark Groups.

- 1 – Only one of the specific Mark or Mark Groups is allowed for the inclusion or exclusion rule.

- 2 or more – More than 1 (as specified) of the specific Mark or Mark Groups are allowed for the inclusion or exclusion rule.

Include/Exclude – Select whether this mark or mark group should have a certain number of instances permitted (include) or not be allowed at all (exclude).

Add Mark – Add a new Honor Roll Mark Inclusion/Exclusion after entering its values.

Cancel – Cancel and return to the Honor Roll Maintenance screen.

Sorting – You may sort by any column (Mark, Combined Mark Group, Number Allowed, Rule Type) in ascending or descending order by clicking on the column header.

✗ – Delete this Honor Roll Mark Inclusion/Exclusion Rule.

Click **Add Mark** to add each new Honor Roll Mark Inclusion/Exclusion Rule for the selected Honor Roll.

For example, the rule above excludes all (number allowed – 0) of mark groups C, D, F and mark I. If the Mark Group C had Number Allowed =1 with Rule Type – Include, then a student could have 1 C to be on the A-B Honor Roll. When all rules have been added, click **Cancel** to return to the Honor Roll Maintenance Screen.

Honor Roll Memberships

Navigation: Home – Management – School Administration – Marks Administration Menu – Honor Rolls – Honor Roll Memberships

A student may be excluded or included in a specific Honor Roll by virtue of belonging to a particular Membership Group (for more information on Membership Groups see the Student Registration Documentation 1K thru 1L-3).

The Honor Roll Memberships is nested in the Honor Roll to which it applies. To add or delete Memberships for Honor Roll Membership, you must first select the appropriate Honor Roll.

Click on the second **Memberships** icon as shown above to view, delete or add Honor Roll Memberships.

Membership Group – Select the Membership Group that the Membership belongs to, from the dropdown menu.

Membership – Select applicable Membership that you wish to add to the Honor Roll as Inclusion or Exclusion for the selected Honor Roll.

Include/Exclude – Select whether this membership is to include or exclude students from the selected Honor Roll.

Add Membership – Add the Honor Roll Membership for the selected Honor Roll.

Cancel – Cancel and return to the Honor Roll Maintenance screen.

Sorting – You may sort by any column (Membership, Membership Group, Rule Type) in ascending or descending order by clicking on the column header.

✖ – Delete this Honor Roll Membership.

Click **Add Membership** to add each new Membership Rule for the selected Honor Roll.

When all rules have been added, click **Cancel** to return to the Honor Roll Maintenance Screen.

Mark Bump Code

Navigation: Home – Management – School Administration – Marks Administration Menu – Mark Bump Codes Maintenance

Mark Substitution is another method for increasing a student's GPA. Unlike Add-on GPA (which adds a value directly to the student's GPA), Mark Substitution allows a specific mark in one course (such as an A in an AP class) to increase a lower mark in another course to an improved mark for the purpose of GPA calculation only (student report cards and course history will continue to display the original mark value). A common supplement to Mark Substitution is to also set an Add-On GPA to the "All A's" Combined Mark Group, to slightly increase GPA if no Marks are low enough to be increased in this fashion.

Sorting – You may sort by any column (Code, Name, Description, Active) in ascending or descending order by clicking on the column header.

📑 – View/Edit Mark Bump Mapping for this Mark Bump Code (see 1U-2. Mark Bump Mapping).

Add/Edit Mark Bump Code

Code (required) – Enter up to 4 characters alphanumeric Mark Bump Code. If you try to use an existing inactive Mark Bump Code, you will be prompted to reactivate this inactive Mark Bump Code if you wish.

Name (required) – Enter Mark Bump Code name (up to 30 characters).

Description (optional) – Enter a description of the Mark Bump Code.

Substitution Cancels Addon (optional) – Checked by default; if this checkbox is checked, this Mark Bump Code will override Add-On GPA.

Substitution Cancels Difficulty (optional) – Checked by default; if this checkbox is checked, this Mark Bump Code will override Difficulty Level.

View Mark Bump Map

Return to Mark Bump Codes Maintenance – Return to the Mark Bump Codes Maintenance screen.

Add/Edit Mark Bump Mapping

Choose the Mark or Combined Mark Group that must be Earned (required) – Select a Mark or Combined Mark Group (but not both) that must be earned in the Course with the Mark Bump assigned to it.

Choose the Mark or Combined Mark Group that will be substituted for (required) – Select a Mark or Combined Mark Group (but not both) that will be replaced by the Mark Bump.

Choose the Mark that will be used for substitution (required) – Select a Mark that will replace the Mark or Combined Mark Group chosen in the second set of fields. This GPA Calculation process does not change the student's Mark for report card or course history purposes.

Automatic Mark Maintenance

Navigation: Home – Management – School Administration – Marks Administration Menu – Automatic Mark Maintenance

Automatic Marks represent predefined mark average calculations based on required Marking Patterns. Automatic Mark values calculate on the last day of the reporting term and incorporate changes to the underlying marks immediately and automatically; no user or administrator intervention will be required. However it is possible to override the value of a calculated Automatic Mark, if needed. Any manually-entered or teacher-entered Marks will override Automatic Marks for those Course Sections. Automatic marks will not calculate for a student if the student does not have grades for every physical reporting term.

> **Note**: *If a mark flows into StudentInformation from ProgressBook after automatic marks have been kicked off, the user will need to kick off the job again to update automatic marks.*

Sorting – You may sort by any column (Code, Name, Description, Marking Pattern Rule) in ascending or descending order by clicking on the column header.

Add Automatic Mark

Code (required) – Enter 4 character alphanumeric Automatic Mark Code.

Name (required) – Enter Name of Automatic Mark Code.

Description (optional) – Enter Description of Automatic Mark Code.

Marking Pattern Rule (required) – Select from the dropdown menu the Marking Pattern Rule that this Automatic Mark is to use.

Missing Marks Handling (required) – How will the missing marks be handled? Select appropriate option from dropdown menu. Valid responses are:
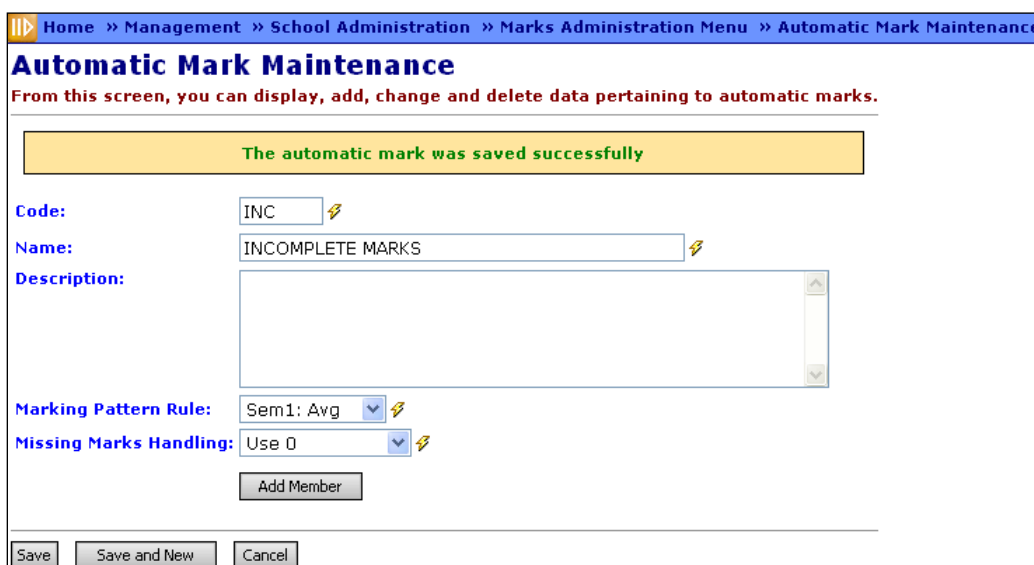
- Ignore Mark – missing mark is excluded from the calculation for individual student.

- Ignore Student – do not provide an automatic mark for the student.

- Use 0 – the missing mark is included with a zero (0) point value. Only marks associated with one of the following three circumstances will be included: 1) Automatic Marks Calculation Date has passed; 2) Course Term has passed; or 3) Reporting Term has passed.

Save and Enter Details – Will save new Automatic Mark Code and return to the Automatic Mark Codes Maintenance – Add New Automatic Mark with the option of adding Members to the new code (as shown in the following example).

Delete Automatic Mark

When deleting an Automatic Mark, it will also delete all Members of the Automatic Mark.

Automatic Mark Members

Automatic Mark Members represent marking pattern marks that are used in the calculation of the associated Automatic Mark. Each Automatic Mark may define any number of marks (Members) to be included in its calculation.

Add Automatic Mark Member

Marking Pattern Rule (required) – Select the appropriate Marking Pattern Rule to be used for this Automatic Marks Member.

Weight (required) – Enter the weight to apply to this member for calculating the final mark value.

Once saved, you will see this Member on the Automatic Marks page.

✕ – Delete this Member from the Specified Automatic Mark Code/

Automatic Mark Calculation Dates

Navigation: Home – Management – School Administration – Marks Administration Menu – Automatic Mark Calculation Dates

Automatic Mark Calculation Dates is used to set up Automatic Marks to calculate before the last day of the Reporting Term. Each physical or locked reporting term will show on the page. Some examples of when to use Automatic Mark Calculation Date:

- A school wants the 1st Semester Average to calculate early for the entire school

- An elementary school wants to hand out report cards to the students on the last day. This means the report cards must be printed and ready to go on the last day of school. Since Automatic Marks do not calculate until the last day the school can setup the Automatic Mark Calculation Dates to make the marks calculate early.

- A school wants to calculate the final grades of the graduating seniors before the end of school for the other grade levels.

Add Automatic Mark Calculation Date

To add a calculation date: Select a reporting term, a grade level, a calculation date and click **Add**.

You will receive a confirmation message as shown in the following figure.

The new Automatic Mark Calculation Date will display in the Automatic Mark Calculation Dates grid. If the Reporting Terms associated with the Automatic Mark Members have completed or the Early Calculation Date has passed, the mark will be calculated for the Grade Level specified.

Delete Automatic Mark Calculation Date

To delete a calculation date: Click next to the date you would like to remove.

You will be asked to confirm your delete.

After clicking OK to process the delete, you will receive the following confirmation message.

Edit Automatic Mark Calculation Date

To edit a calculation date: Select the reporting term and grade level to edit. Choose a new date and click **Add**.

You will be asked to confirm your edit.

After clicking OK to process the edit, you will receive a confirmation message.

Student Marks Records

Student Marks

The Student Marks screen displays marks for a selected student for each course the student has participated in throughout the year.

Courses are grouped and displayed by Marking Pattern. All courses are displayed by default.

Show Completed Courses Only – If checked will list only completed courses. All courses are shown by default.

Color Coding

- Dropped courses from the current year are highlighted in yellow.

- Withdrawn courses (assuming student is currently withdrawn) from the current year are highlighted in red.

Marking Pattern – Marking Pattern for listed courses. Courses with like Marking Patterns will be grouped together in separate Marking Pattern Grids.

Course – Course Abbreviation with link to Course Section Mark Summary where grades may be entered.

Section – Section Number of Course with link to Course Section Mark Summary where grades may be entered.

Teacher – Name of the Teacher teaching the course section. If the course section has multiple teachers, each will be listed.

Course Section Mark – Each of the columns with the student's required mark listed has a heading describing which marking pattern and marking pattern rule is associated to that particular Mark. By hovering over the column heading you can see the full name assigned to the Marking Pattern and Marking Pattern rule for this required Mark.

Each Mark displayed in the grid will act as a link to the Course Section Mark Entry page. **To make changes to a grade:**

- Click on a specific mark and you will be able to modify that particular grade from the Student Mark Entry Screen as shown below. For more information on this screen see the *ProgressBook StudentInformation Teacher Menu Guide*.

- Student's grade may be changed from this screen and saved.

Counselor Comments

Navigation: Home – SIS – Student – Marks – Counselor Comment

Counselor Comment screen is used to view Counselor Comments for the selected student. All users with access to the Counselor Comments can add and delete student comments. Counselor comments are only used on custom report cards (not used on non-custom report cards).

> *Note: If a standard comment definition is changed, all students using that comment will have their comments reflect the change. This allows for typos in standard comments to be corrected and reflected on report cards without having to edit each student's comments.*

Sorting – You may sort by any column (Reporting Term, Comment Type, Text, Sort Order, Canceled, Cancel Date, Counselor) in ascending or descending order by clicking on the column header.

🔒 – Comment has been canceled and will not be added to the student's marks record and will not display on Interim or Report Cards.

Counselor – Name of Counselor used to filter Comment list.

Filter – Select a Counselor from dropdown list for use in filtering the list of Counselor Comments.

Add Standard Comment – Add a new Standard Counselor Comment.

Add FreeForm Comment – Add a new Freeform Counselor Comment.

Add Standard Counselor Comment

Counselor (optional) – Select the counselor from the drop-down menu, or this value may read your associated staff member already.

Type (required) – Type of Comment; valid choices are General Mark, Effort and Work Habit.

Standard Comment (required) – Choose from the list of Standard Comments (populated after Type has been selected) by Comment Type.

Sort Order (required) – Specify the sort order of the comments to control how they will be shown. An update will soon be made to Report Cards so that comments with sort order of 1 and 2 will always be displayed on the Report Card.

Reporting Term (required) – Select the appropriate Reporting Period where this comment is to appear.

Mark Type – Select the reporting term that this comment will apply to.

Include On Interim Report Card (optional) – Yes or No; check if this comment is to be included on the Interim Report Card.

Include On Report Card (optional) – Yes or No; check if this comment is to be included on the Report Card.

Is Canceled (optional) – check if you wish to cancel this comment (make it inactive). A Cancel Date will then display on the main grid. See information below under Delete Counselor Comment.

Add Freeform Counselor Comment

Counselor (optional) – Select the counselor from the drop-down menu, or this value may read your associated staff member already.

Type (required) – Type of Comment; valid choices are General Mark, Effort and Work Habit.

Comment (required) – Open text area for typing in any freeform comment; up to 200 characters.

Sort Order (required) – Specify the sort order of the comments to control how they will be shown. An update will soon be made to Report Cards so that comments with sort order of 1 and 2 will always be displayed on the Report Card.

Reporting Term (required) – Select the appropriate Reporting Period where this comment is to appear.

Mark Type – Select the reporting term to which this comment applies.

Include On Interim Report Card (optional) – Yes or No; check if this comment is to be included on the Interim Report Card

Include On Report Card (optional) – Yes or No; check if this comment is to be included on the Report Card.

Is Canceled (optional) – check if you wish to cancel this comment (make it inactive). A Cancel Date will then display on the main grid. See information below under Delete Counselor Comment.

Delete Counselor Comment

Comments applied to a student's marks record cannot be removed once added, however the comments may be canceled and the cancel date recorded as well as the user canceling the comment. Show both Active and Inactive/Canceled Counselor Comments by un-checking the Show Active Only checkbox.

Teacher Comment

Navigation: Home – SIS – Student – Marks – Teacher Comment

The Teacher Comment page allows users to view all comments for a selected student, or filter by Teacher and/or Course Section. All users with access to the Teacher Comments can add and delete student comments.

> *Note: If a standard comment definition is changed, all students using that comment will have their comments reflect the change. This allows for typos in standard comments to be corrected and reflected on report cards without having to edit each student's comments.*

Teacher – Name of Teacher used to filter Comment list. The Teacher dropdown only shows teachers who teach the student this school year and that the current user has access to work with.

Course Section – Name of Course Section used to filter Comment list. The course section dropdown only shows course sections the student is in this school year (or has withdrawn from).

Filter – Select a Teacher and Course Section from the drop-down lists for use in filtering the list of Teacher Comments

Sorting – You may sort by any column (Course Name, Course Section, Term, Comment Type, Comment, Sort Order, Cancel Date, Teacher, Active) in ascending or descending order by clicking on the column header.

🔒 – Comment has been canceled and will not be added to the student's marks record or display on Interim or Report Cards.

Add Standard Comment – Add a new Standard Teacher Comment.

Add Freeform Comment – Add a new Freeform Teacher Comment.

Add Standard Teacher Comment

Teacher (optional) – Select the teacher from the drop-down menu, or this value may read your associated staff member already.

Course Section (required) – Select the course section for this comment from the drop-down menu.

Type (required) – Type of Comment; valid choices are General Mark, Effort and Work Habit.

Standard Comment (required) – Choose from the list of Standard Comments (populated after Type has been selected) by Comment Type.

Sort Order (required) – Specify the sort order of the comments to control how they will be shown. An update will soon be made to Report Cards so that comments with sort order of 1 and 2 will always be displayed on the Report Card.

Reporting Term (required) – Select the appropriate Reporting Period where this comment is to appear.

Include On Interim Report Card (optional) – Yes or No; check if this comment is to be included on the Interim Report Card.

Include On Report Card (optional) – Yes or No; check if this comment is to be included on the Report Card.

Add Freeform Teacher Comment

Teacher (optional) – Select the teacher from the drop-down menu, or this value may read your associated staff member already.

Course Section (required) – Select the course section for this comment from the drop-down menu.

Type (required) – Type of Comment; valid choices are General Mark, Effort and Work Habit.

Comment (required) – Open text area for typing in any freeform comment; up to 200 characters.

Sort Order (required) – Specify the sort order of the comments to control how they will be shown. An update will soon be made to Report Cards so that comments with sort order of 1 and 2 will always be displayed on the Report Card.

Reporting Term (required) – Select the appropriate Reporting Period where this comment is to appear.

Mark Type – Select the reporting term to which this comment applies.

Include On Interim Report Card (optional) – Yes or No; check if this comment is to be included on the Interim Report Card.

Include On Report Card (optional) – Yes or No; check if this comment is to be included on the Report Card.

Delete Teacher Comment

Comments applied to a student's marks record cannot be removed once added, however the comments may be canceled and the cancel date recorded as well as the user canceling the comment. Show both Active and Inactive/Canceled Counselor Comments by un-checking the Show Active Only checkbox.

Marks Reports

Please see the Batch/Report Management documentation for more detailed information about running and viewing reports.

Report – Marks Analysis (R301)

Navigation: Home – SIS – Marks – Marks Reports – Marks Analysis

The Marks Analysis Report is a distribution list of grades assigned for each teacher/course.

WARNING: You are working with a Past School Yea

Mark Analysis (R301)
From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Marks or Mark Groups: ◉ Marks   ○ Mark Groups

Reporting Term

Qtr1 - Quarter 1	⬆		Fin - Final Grade
1Int - 1st Quarter Interim			
Qtr2 - Quarter 2			
2Int - 2nd Quarter Interim	⬇		

Mark Type

Avg			Final Mark
Exam			
Interim Mark			
Quarter Mark			

Teacher

MS Teacher1030	⬆		
POST Teacher1037			
DENISE Teacher1038			
JEAN Teacher1043	⬇		

Department

AOC - ALT OPPORT CENT	⬆		
ART - ART DEPARTMENT			
ATH - ATHLETICS			
AUT - COUNTY AUTISM UNIT	⬇		

Course

011 - ART I	⬆		
012 - PAINTING			
013 - DRAWING			
016 - ART II	⬇		

Marks

A - A	⬆		
A+ - A+			
A- - A-			
AUD - AUD	⬇		

Student Grade Level

07 - 07	⬆		11 - 11
08 - 08			
09 - 09			
10 - 10	⬇		

Display Mark Counts: ☑

Display Mark Percentages: ☑

Print Totals Only: ☐

Suppress Mark Point Values In Heading: ☑

Display Numeric Mark Ranges In Heading: ☐

Group By: [Course ▾]

�ⓘ 'Course': the report will be grouped and sorted by Course Code,
and the sections within each course will be sorted by the Section Number.

'Teacher': the report will be grouped and sorted by Teacher,
and the courses for each teacher will be sorted by the Course Code then Section Number.

Sorting Options

Course Code (DESC)	⬆		Course Code (ASC)	⬍
Course Name (ASC)				
Course Name (DESC)				
Teacher Code (ASC)	⬇			

Delivery Method: [Pickup ▾] [Set As Default]

Email Address: [amy@noacsc.org]

Report Format: [Adobe PDF ▾]

Description: [   ]

[Submit]

Marks or Mark Group (required) – Specify if Marks or Mark Groups will be used in the creation of the report.

Reporting Term (optional) –If no Reporting Terms are selected, the report will use all Reporting Terms for the report. You can also filter by selecting specific Reporting Terms for your report.

Mark Type (optional) – If no Mark Types are selected, the report will use all Mark Types in creation of the report. You can also filter by selecting specific Mark Types for your report.

Teacher (optional) – If no Teachers are selected, the report will use all Teachers in creation of the report. You can also filter by selecting specific Teachers for your report.

Department (optional) – If no Departments are selected, the report will use all Departments in creation of the report. You can also filter by selecting specific Departments for your report.

Course (optional) – If no Courses are selected, the report will use all Courses in creation of the report. You can also filter by selecting specific Courses for your report.

Marks (optional) – If no Marks are selected, the report will use all Marks in creation of the report. You can also filter by selecting specific Marks for your report.

Student Grade Level (optional) – Choose one or more Student Grade Levels you wish to include in the report. If no student grade levels are selected, all student grade levels will be included in the report.

Display Mark Counts (optional) – Defaults to checked. Check if you wish to show the mark count for each mark in each course section, as well as a subtotal of the count under each mark column for each course or teacher group, a subtotal for each reporting term and mark type combination for reporting terms for which there is more than one mark type, and a subtotal for each reporting term.

Display Mark Percentages (optional) – Defaults to unchecked. Check if you wish to show the mark percentage for each mark in each course section, as well as a subtotal of the percentage under each mark column for each course or teacher group, a subtotal for each reporting term and mark type combination for reporting terms for which there is more than one mark type, and a subtotal for each reporting term.

If both the Display Mark Counts and Display Mark Percentages options are checked, then the percentages will be shown underneath the counts for each mark column. The report will continue to show the total mark count and average point value for each detail row on the right side of the report, and a subtotal of the total mark count and average point value for all the detail rows for each course and teacher group.

Also, a grand total section has been added at the end of the report that lists the total count and percentage of each mark below each mark column, and the total mark count and average point value for all the detail rows in the report.

If the users choose to show multiple reporting terms and/or mark types, then the highest level grouping in the report will be by reporting term and mark type combination (i.e. a complete separate set of marks information for each reporting term and mark type combination).

Print Totals Only (optional) – Check if you wish to only print total Marks and not detailed information.

Suppress Mark Point Values In Heading (optional) – Check if you wish to Suppress Mark Point Values.

Display Numeric Mark Ranges In Heading (optional) – Check if you wish to show numeric mark ranges as the Marks headers instead of alpha marks.

Also, the Marks columns have been enhanced to have a secondary sort of "Average Point Threshold", which has been added to the already –existing primary sort of "Point Value". This will handle the case where the school has for example the "A" and "A+" marks both with a point value of 4.0, in which case the "A" column was previously shown to the left of the "A+" column. If the school has entered Average Point Threshold values for their marks, in which case the "A+" most likely has a higher Average Point Threshold value than the "A", then the "A+" column will be correctly shown to the left of the "A" column.

Group By – You can choose to group and sort by Course or by Teacher. If Course is chosen, the data will be grouped and sorted by Course Code, and the sections within each course will be sorted by the Section Number. A separate group will display for each course, with each course grouping containing the following:

- A group header that shows the course code and name.

- A detail section with a row for each of the teacher and section combinations for that course. The sorting of the course sections within each course group will be by section number. If a course section has multiple teachers, they will be shown in a comma delimited list.

- A group footer that shows the marks subtotals across all the course section detail rows for the course.

If Teacher is chosen, the data will be grouped and sorted by Teacher Code, and the courses for each teacher will be sorted by the Course Code then Section Number. A separate group will display for each teacher, with each teacher grouping containing the following:

- A group header that shows the teacher name and code.

- A detail section with a row for each of the course and section combinations for that teacher. The sorting within each teacher group will be by course first, and then course section.

- A group footer that shows the marks subtotals across all the course and section detail rows for the teacher.

Note: In the detail section for each course or teacher group, the sorting was previously alphabetic for the course sections within a course group, so that a course has sections of 10 or above, they were incorrectly sorted ahead of sections 2, 3, etc. The sorting of course sections within each course or teacher group have been changed to be done numerically.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

931	ONU ALGEBRA/TRIGONOMETRY	2	Teacher1053	2 50%	1 25%	1 25%		4
		4	Teacher1053	5 50%	3 30%	2 20%		10
		5	Teacher1053	2 40%	1 20%	1 20%	1 20%	5
			Course Total:	9 47%	5 26%	4 21%	1 5%	19
932	ONU AMERICAN HISTORY	2	Teacher1072		1 50% 1 50%			2
			Course Total:		1 50% 1 50%			2
933	ONU INTRO TO AMERICAN GOV'T	4	Teacher1072		1 100%			1

Reporting Term: Final Grade   Mark Type: Final Mark

									Marks									
Course	Course Name	Sec	Teacher	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F	P		Mark Count
		5	Teacher1072				1 100%											1
			Course Total:				1 50%		1 50%									2
	Final Grade - Final Mark Total:	4			552	25	8	271	6	5	156	4	1	48	27	14		1121
				0%	49%	2%	1%	24%	1%	0%	14%	0%	0%	4%	2%	1%		

Report – Honor Roll (R303)

Navigation: Home – SIS – Marks – Marks Reports – Honor Roll

The Honor Roll Report will list students who have met the selected criterion for the selected Honor Roll. If Marks have changed since the last time this report was run, first Refresh GPA Sets as described in section 1O-4. Refresh GPA Sets.

Ad-Hoc Membership (optional) – Select an Ad-Hoc Membership from dropdown menu if you wish to only include students associated with the membership for this run of the report. Check the "Public And Private" checkbox to see Memberships created by other users in your drop-down list. Selecting an Ad-Hoc Membership Group will limit the report to students associate with that membership group. All other criteria will be ignored.

Grade (optional) – If no Grades are selected, the report will use all Grades in creation of the report. You can also filter by selecting specific Grades for your report.

GPA Set (required) – At least one GPA Set must be selected for reporting filtering.

Honor Roll (optional) - If no Honor Roll is selected, the report will use all Honor Rolls in creation of the report. You can also filter by selecting specific Honor Rolls for your report.

Home School (optional) – If no Home schools are selected, the report will use all Home Schools in creation of the report. You can also filter by selecting specific Home Schools for your report. This field is populated based on the values entered in the Home School field on the Student Profile – General tab.

Student Status (optional) - If no Student Statuses are selected, the report will select all Student Statuses. You can also filter by selecting specific Student Statuses for your report.

Ethnicity (optional) - If no Ethnicity is selected, the report will select all Ethnicities. You can also filter by selecting a specific Ethnicity for your report.

Membership Group (optional) – If no Membership Groups are selected, the report will use all Membership Groups for creation of the report. You can also filter by selecting specific Membership Groups for your report.

Membership (optional) – If no Memberships are selected, the report will select all Memberships. You can also filter by selecting specific Memberships for your report.

Special Education Services (optional) – Select the Special Education services to return the students on the report who are assigned those services. If no Special Education services are selected, the report will return students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the Services tab on the Special Education screen.

> *Note: The Special Education Services list only displays if FY13 and later is in context. In prior years, the Special Education services are entered on the Edit Student Memberships screen and are selected for this report in the Membership Code list.*

Team (optional) – If no Teams are selected, the report will use all Teams in creation of the report. You can also filter by selecting specific Teams for your report.

Homeroom Date (required) – the appropriate date from the dropdown calendar. It will default to the current date.

Sorting Options (optional) – Choose one or more sort options for your report.

Page Break on First Sort Item: (optional) – Yes or No; If this check-box is checked, each separate value for the first item chosen on Sorting Options will cause a new page to be printed in the report. (For instance, a JVS printing this report sorted first on IRN Attending would check this box to have a separate page or pages for each Home School.)

Newspaper format: (optional) – Yes or No; If this check-box is checked, then no header or footer information will be shown on the report output, except for the GPA Set and Honor Roll names. Also, only the student name and grade will be shown for each student, in the list of students who have achieved each honor roll.

Include Student Middle Name (Report Only) – (optional) - Yes or No; if this check-box is checked, then the student's middle name will display on the report.

Reporting Term for Comments: (optional) – If a Reporting Term is chosen, then the Course Code, Course Name, Course Section, and Teacher Comment are shown for each comment that the student has received in the selected Reporting Term, if the selected Reporting Term is associated with the GPA for which the student has an honor roll. If a Reporting is not chosen, then no comments are shown on the report.

Group By – You can choose to group and sort by GPA Set or by Student. If GPA Set is chosen, the data will be grouped by GPA Set Name then Honor Roll Name, and the students within each honor roll will be sorted based on the selected Sorting Options.

If Student is chosen, the data will be grouped by Student, and then sorted based on the selected Sorting Options. Each student group will contain the following:

- A group header which contains all the student demographic information.

- A detail section which contains one row for each GPA in which the student qualifies for an honor roll.

    Note: Newspaper Format is not available if Student is selected.

Sorting Options (optional) – Choose one or more sort options for your report.

Output – Select Report, Labels, or Both Report and Labels.

If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

For Adobe 9:

- Page Scaling = None

- Auto Rotate and Center = Unchecked.

For Adobe 10:

- Size Options = Actual Size

- Orientation = Portrait.

    Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to Options. On the Applications window under Content Type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to an Adobe option (such as Use Adobe Acrobat).

Label Type – If choosing Labels, specify the size of the labels in the Label Type by selecting the appropriate label format from the dropdown list.

Address – Select the address to use for labels. If you check "Use custom address text", the text you enter in the field will be added at the top of each label.

Include Copied On Correspondence – Yes or No; select whether to include copies of the report listing addresses for contacts marked "Copied on Correspondence."

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Report: R303
Printed Mon, Jul 27, 2009, 2:59 PM

HIGH SCHOOL
2008-2009
Honor Roll

ID	Student Name	GR	Stat	GN	Eth	Prog	Hmrm	Home School Name	HS Code	GPA
GPA Set: 4th Qtr				Honor Roll: All A						
12845	Student24095, BROOKE	09	A	F	W		IN07			4.000
12839	Student24101, KYLIE	09	A	F	W		IN05			4.000
12836	Student24105, JEREMY	09	A	M	W		IN05			4.000
12835	Student24106, KOREY	09	A	M	W		IN05			4.000
12830	Student24113, AMBER	09	A	F	W		IN03			4.000
12828	Student24115, SHELBY	09	A	F	W		IN03			4.000
12823	Student24121, WINSTON	09	A	M	W		IN03			4.000
12817	Student24129, ADAM	09	A	M	W		IN06			4.000
12815	Student24131, AMANDA	09	A	F	W		IN06			4.000
12812	Student24134, SHAELEY	09	A	F	W		IN02			4.000
12808	Student24137, JESSICA	09	A	F	W		IN04			4.000

Report: R303
Printed Mon, Jul 13, 2009, 2:55 PM

DASL HIGH SCHOOL
2008-2009
Honor Roll

ID	Student Name	GR	ST	GN	Eth	Prog	Hmrm	Home School Name	HS Code	GPA
GPA Set: 4th Qtr GPA										
Honor Roll: A/B HONOR ROLL										
2563	Student48901, AUSTIN	09	A	M	W	**	229			3.636
4081	Student48289, TABITHA	09	A	F	W	**	227			3.478

	Comments: Course	Course Name		Sec	Comment
	0613	CP BIOLOGY		2	PLEASURE TO HAVE IN CLASS
	0910	COMPUTER OFFICE PROGRAM 2		32	CONSCIENTIOUS AND DILIGENT STUDENT

ID	Student Name	GR	ST	GN	Eth	Prog	Hmrm			GPA
3760	Student48496, COLE	09	A	M	W	**	229			3.417

	Comments: Course	Course Name		Sec	Comment
	0613	CP BIOLOGY		2	CONSCIENTIOUS AND DILIGENT STUDENT

ID	Student Name	GR	ST	GN	Eth	Prog	Hmrm			GPA
3743	Student48506, ASHLIE	09	A	F	W	**	227			3.364

	Comments: Course	Course Name		Sec	Comment
	0909	COMPUTER OFFICE PROGRAM 1		12	SHOWS DESIRABLE ATTITUDE

With Reporting Term Comments

```
┌─────────────────────────────────────────────────┐
│ GPA Set:  4th Qtr GPA                           │
├─────────────────────────────────────────────────┤
│ Honor Roll:  A/B HONOR ROLL                     │
├─────────────────────────────────────────────────┤
│         Student48901, AUSTIN              09    │
│         Student48289, TABITHA             09    │
│         Student48496, COLE                09    │
│         Student48506, ASHLIE              09    │
└─────────────────────────────────────────────────┘
```

Newspaper Format

Report – Student with Specified Marks by Student (R302A)

Navigation: Home – SIS – Marks – Marks Reports – Specified Marks by Student (R302A)

The Student with Specified Marks by Student lists students with the selected marks and the courses they received those marks in. This report is very useful in generating lists of students with incomplete grades, missing marks or F's. The report will group by student. Each student group will contain the following:

- A group header which contains all the student demographic info.

- A detail section which contains one row for each mark that qualifies to appear on the report for the student.

This condenses the report and shows one line per mark per student. All fields in the group header and detail sections wrap to a second line if the value is too big to fit in the allotted width for the field.

If using automatic marks, the dates which trigger automatic marks to be calculated are the following:

- The automatic mark calculation date for the latest reporting term associated with the marking pattern rules for the members of the automatic mark.

- The stop date for the latest reporting term associated with the marking pattern rules for the members of the automatic mark.

- The course term stop date for the course section.

Students with Specified Marks By Student(R302A)

From this screen, you can select parameters to generate a report.

| Selection Criteria | Selection Summary | Load Settings |

Marks to show:

- ⦿ Only Completed Marks
- ◯ Completed Marks And Missing Marks
- ◯ Only Missing Marks

Marks or Mark Groups: ⦿ Marks ◯ Mark Groups

Reporting Term

```
Qtr1 - Quarter 1
1Int - 1st Interim
Qtr2 - Quarter 2
2Int - 2nd Interim
```

Mark Type

```
Avg
Exam
Final
Interim
```

Marks

```
+ - +
A - A
B - B
C - C
```

Course Term

```
A-Y
```

Membership Group

```
12 - Post-secondary Enrollment Options Program
20 - Specialized Instructions
21 - Placement Options
23 - Title I
```

Marks to show:

- **All Completed Marks** – Shows only completed marks as selected.

- **All Completed Marks – Include Missing Marks** – Shows only completed marks as selected and also show student missing marks.
- **Only Missing Marks** – Shows only student missing marks.

Marks or Mark Group (required) – Specify if Marks or Mark Groups will be used in the creation of the report.

Reporting Term (optional) – If no Reporting Terms are selected, the report will use all Reporting Terms for creation of the report. You can also filter by selecting specific Reporting Terms for your report.

Mark Type (optional) – If no Mark Types are selected, the report will select all Mark Types. You can also filter by selecting specific Mark Types for your report.

Marks (optional) – You can filter by selecting specific Marks for your report. If "Include Missing Marks" is not checked, and you do not select any Marks, the report will select all Marks. If "Include Missing Marks" is checked, only the Marks you select will display, and if you do not select any Marks, the report will not include any Marks.

Course Term (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

Membership Group (optional) – If no Membership Groups are selected, the report will use all Membership Groups for creation of the report. You can also filter by selecting specific Membership Groups for your report.

Membership (optional) – If no Memberships are selected, the report will select all Memberships. You can also filter by selecting specific Memberships for your report.

Team (optional) – If no Teams are selected, the report will use all Teams in creation of the report. You can also filter by selecting specific Teams for your report.

Student Status (optional) – If no Student Statuses are selected, the report will select all Student Statuses. You can also filter by selecting specific Student Statuses for your report.

Teacher (optional) – If no Teachers are selected, the report will select all Teachers. You can also filter by selecting specific Teachers for your report.

Home School (optional) – If no Home Schools are selected, the report will select all Home Schools. You can also filter by selecting specific Home Schools for your report.

This field is populated based on the values entered in the Home School field on the Student Profile – General tab.

Only include courses marked 'Include in GPA' (optional) – If checked, will only include courses that are checked as "Include in GPA" on the on the Courses – Marks tab.

Include Dropped Courses (optional) – If checked, will include dropped courses.

Homeroom Date (required) – Select the appropriate date from the dropdown calendar.

Improve Performance by Separating Report Processing by Grade (optional) – Check this option for shorter execution time and lower memory usage when running the

report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, "Grade" will be the first sort order for the final report, in order of the grades selected in the "Grade" dual select box below.

Grade (optional) – If no Grades are selected, the report will use all Grades in creation of the report. You can also filter by selecting specific Grades for your report. The "Grade" dual select is only required if the "Improve Performance by Separating Processing by Grade" option is chosen above.

Student Sorting Options (optional) – Choose one or more sort options for your report. These sort options control the student sort within the report.

Marks Sorting Options (optional) – Choose one or more sort options for your report. The marks records within a student group will be sorted by the user-selected Marks Sorting Option.

Output – Select Report, Labels, or Both Report and Labels.

If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page:

For Adobe 9:

- Page Scaling = None
- Auto Rotate and Center = Unchecked.

For Adobe 10:

- Sizing Options = Actual Size
- Orientation = Portrait.

Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to Options. On the Applications window under Content Type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to an Adobe option (such as Use Adobe Acrobat).

Label Type – If choosing Labels, specify the size of the labels in the Label Type by selecting the appropriate label format from the dropdown list.

Address – Select the address to use for labels. If you check "Use custom address text," the text you enter in the field will be added at the top of each label.

Include Copied On Correspondence – Yes or No; select whether to include copies of the report listing addresses for contacts marked "Copied on Correspondence"

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

ID	Student Name	ST	GR	GN	Prog	Home School	Disab	Hmrm	Telephone	Team
12827	Student24116, BROOKE	A	09	F			**	IN03	419-523-4398	

Course	Sec	Course Name	Course Term	Teacher Name	Reporting Term	Mark Type	Mark
205	1	WORLD STUDIES	All Year	Teacher1110, TYSON	Final Grade	Fin	B
180	2	PEC SCIENCE	All Year	Teacher1080, BRIAN	Final Grade	Fin	B
170	3	FRESHMAN CHOIR	All Year	Teacher1044, MR. T.	Final Grade	Fin	A
140	9	ALGEBRA I	All Year	Teacher1104, LINDSAY	Final Grade	Fin	A-
120	7	ENGLISH I	All Year	Teacher1038, DENISE	Final Grade	Fin	B
078	82	HEALTH	2nd Semester	Teacher1176, VICKI	Final Grade	Fin	B
068	4	SPANISH I	All Year	Teacher1065, AMANDA	Final Grade	Fin	B

ID	Student Name	ST	GR	GN	Prog	Home School	Disab	Hmrm	Telephone	Team
12826	Student24117, VANESSA	A	09	F			**	IN03	555-555-5555	

Course	Sec	Course Name	Course Term	Teacher Name	Reporting Term	Mark Type	Mark
205	1	WORLD STUDIES	All Year	Teacher1110, TYSON	Final Grade	Fin	B
180	7	PEC SCIENCE	All Year	Teacher1080, BRIAN	Final Grade	Fin	B
170	3	FRESHMAN CHOIR	All Year	Teacher1044, MR. T.	Final Grade	Fin	A
131	8	MATH I	All Year	Teacher1104, LINDSAY	Final Grade	Fin	A-
120	6	ENGLISH I	All Year	Teacher1038, DENISE	Final Grade	Fin	C
078	21	HEALTH	1st Semester	Teacher1176, VICKI	Final Grade	Fin	B-
068	4	SPANISH I	All Year	Teacher1065, AMANDA	Final Grade	Fin	B

ID	Student Name	ST	GR	GN	Prog	Home School	Disab	Hmrm	Telephone	Team

Marks Summary By Term

Final Grade

A- (4.000000)	A+ (4.000000)	A (4.000000)	B- (3.000000)	B+ (3.000000)
171	17	1727	88	154

B (3.000000)	C- (2.000000)	C+ (2.000000)	C (2.000000)	D+ (1.000000)
1085	40	64	653	28

D (1.000000)	WF (0)	W (0)	P (0)	F (0)
217	1	1	361	85

486

Report – Student with Specified Marks By Teacher (R302B)

The Student with Specified Marks By Teacher lists students with the selected marks and the courses they received those marks in. This report is very useful in generating lists of students with incomplete grades, missing marks or F's. The report will group by teacher, then course, then student.

Each teacher, course, student group will contain the following:

- A group header which contains all the student demographic info.

- A detail section which contains one row for each mark that qualifies to appear on the report for the student.

This condenses the report and shows one line per mark per student. All fields in the group header and detail sections wrap to a second line if the value is too big to fit in the allotted width for the field.

If using automatic marks, the dates which trigger automatic marks to be calculated are the following:

- The automatic mark calculation date for the latest reporting term associated with the marking pattern rules for the members of the automatic mark.

- The stop date for the latest reporting term associated with the marking pattern rules for the members of the automatic mark.

- The course term stop date for the course section.

Marks to show:

- **All Completed Marks** – Shows only completed marks as selected.

- **All Completed Marks – Include Missing Marks** – Shows completed marks as selected and also show student missing marks.

- **Only Missing Marks –** Will only show student missing marks.

Marks or Mark Group (required) – Specify if Marks or Mark Groups will be used in the creation of the report.

Reporting Term (optional) – If no Reporting Terms are selected, the report will use all Reporting Terms for creation of the report. You can also filter by selecting specific Reporting Terms for your report.

Mark Type (optional) – If no Mark Types are selected, the report will select all Mark Types. You can also filter by selecting specific Mark Types for your report.

Marks (optional) – You can filter by selecting specific Marks for your report. If "Include Missing Marks" is not checked, and you do not select any Marks, the report will select all Marks. If "Include Missing Marks" is checked, only the Marks you select will display, and if you do not select any Marks, the report will not include any Marks.

Course Term (optional) – If no Course Terms are selected, the report will select all Course Terms. You can also filter by selecting specific Course Terms for your report.

Membership Group (optional) – If no Membership Groups are selected, the report will use all Membership Groups for creation of the report. You can also filter by selecting specific Membership Groups for your report.

Membership (optional) – If no Memberships are selected, the report will select all Memberships. You can also filter by selecting specific Memberships for your report.

Team (optional) – If no Teams are selected, the report will use all Teams in creation of the report. You can also filter by selecting specific Teams for your report.

Student Status (optional) – If no Student Statuses are selected, the report will select all Student Statuses. You can also filter by selecting specific Student Statuses for your report.

Teacher (optional) – If no Teachers are selected, the report will select all Teachers. You can also filter by selecting specific Teachers for your report.

Home School (optional) – If no Home Schools are selected, the report will select all Home Schools. You can also filter by selecting specific Home Schools for your report.

This field is populated based on the values entered in the Home School field on the Student Profile – General tab.

Only include courses marked 'Include in GPA' (optional) – if checked, will only include courses that are checked as "Include in GPA" on the on the Courses – Marks tab.

Include Dropped Courses (optional) – if checked, will include dropped courses.

Homeroom Date (required) – Select the appropriate date from the dropdown calendar.

Grade (optional) – If no Grades are selected, the report will use all Grades in creation of the report. You can also filter by selecting specific Grades for your report.

Teacher Sorting Options (optional) – Choose one or more sort options for your report. These sort options control the teacher sort within the report.

Marks Sorting Options (optional) – Choose one or more sort options for your report. The marks records within a teacher, course or student group will be sorted by the user-selected Marks Sorting Option.

Output – Select Report, Labels, or Both Report and Labels.

If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

For Adobe 9:

- Page Scaling = None

- Auto Rotate and Center = Unchecked.

For Adobe 10:

- Size Options = Actual Size

- Orientation = Portrait.

   Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to Options. On the Applications window under Content Type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to an Adobe option (such as Use Adobe Acrobat).

Label Type – If choosing Labels, specify the size of the labels in the Label Type by selecting the appropriate label format from the dropdown list.

Address – Select the address to use for labels. If you check "Use custom address text," the text you enter in the field will be added at the top of each label.

Include Copied On Correspondence – Yes or No; select whether to include copies of the report listing addresses for contacts marked "Copied on Correspondence."

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Teacher Name
Teacher1125, DENISE

Course	Sec	Course Name				Course Term				
120	1	ENGLISH I				All Year				

ID	Student Name	ST	GR	GN	Prog	Home School	Disab	Hmrm	Telephone	Team
████	████████████	A	10	M			**	IN08	419-523-9125	

Reporting Term	Mark Type	Mark
Quarter 1	Qtr	D

Course	Sec	Course Name				Course Term				
230	9	YEARBOOK				All Year				

ID	Student Name	ST	GR	GN	Prog	Home School	Disab	Hmrm	Telephone	Team
████	████████████	A	10	F			**	IN13	555-555-5555	

Reporting Term	Mark Type	Mark
Quarter 1	Qtr	A

Marks Summary By Term

Quarter 1

A- (4.000000)	A+ (4.000000)	A (4.000000)	B- (3.000000)	B+ (3.000000)
55	12	428	25	50

B (3.000000)	C- (2.000000)	C+ (2.000000)	C (2.000000)	D- (1.000000)
214	13	17	92	1

D+ (1.000000)	D (1.000000)	P (0)	I (0)	F (0)
9	27	1	1	5

Report – Student Composite (R112)

Navigation: Home – SIS – Marks – Marks Reports – Student Composite (R112)

The Student Composite report generates a condensed version of the Report Card Formatter report, without comments.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom. Defaults to today's date.

Include Term (optional) – Yes or No; Check appropriate terms that you wish to be included on this report.

Reporting Term – Reporting Term Name displayed.

GPA Set (optional) – Select the GPA set that you wish to use with each applicable reporting term.

Refresh GPA Set Results (optional) – Yes or No; Check appropriate radio button option.

Print GPA's (required) – Yes or No; Check appropriate radio button option.

Mark Type (optional) – If no Mark Types are selected, the report will select all Mark Types to be used in the report creation. You can also filter by selecting specific Mark Types for your report.

Grade (optional) – If no Grades are selected, the report will use all Grades in creation of the report. You can also filter by selecting specific Grades for your report.

Student Status (optional) – If no Student Statuses are selected, the report will use all Student Statuses in creation of the report. You can also filter by selecting specific Student Statuses for your report.

Membership (optional) – If no Memberships are selected, the report will select all Memberships. You can also filter by selecting specific Memberships for your report.

Membership Group (optional) – If no Membership Groups are selected, the report will use all Membership Groups for creation of the report. You can also filter by selecting specific Membership Groups for your report.

Homeroom (optional) – If no Homerooms are selected, the report will select all Homerooms. You can also filter by selecting specific Homerooms for your report.

Program (optional) – If no Programs are selected, the report will select all Programs. You can also filter by selecting specific Programs for your report.

Home School (optional) – If no Home Schools are selected, the report will select all Home Schools. You can also filter by selecting specific Home Schools for your report. This field is populated based on the values entered in the Home School field on the Student Profile – General tab.

Print Days Absent (optional) – Yes or No; Check appropriate radio button option.

Absence Types for Full Days Absent (optional) – Select appropriate Absence Types for the Full/Half Day absences to be printed on the report. If no Absence Types are selected, the report will use all Absence Types.

Print Times Late (optional) – Yes or No; Check appropriate radio button option.

Absence Types for Lates/Tardies (optional) – Select the appropriate Absence Type to be used for Lates/Tardies. If no Absence Types are selected, the report will use all Absence Types.

Omit Unlisted Phone Numbers (optional) – Yes or No; Check if you wish to omit unlisted phone numbers on this report.

Sorting Options (optional) – Choose one or more sort options for your report.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Report Format – Select output format from Adobe PDF, Rich Text File (RTF), Text, Excel Spreadsheet or HTML output.

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

DASL HIGH SCHOOL

STUDENT COMPOSITE

4001
EYE, MAGNUM P.
122 NORTH ST
LIMA, OH
PG: MAGNUM P. EYE
PHONE:(555)-111-2222   STAT: A
GR: 12   GEND: M   HR:
PREV: BD: 04/03/1987

STUDENT INFO	TEACHER NAME	COURSE TERM	MEETING TIME	COURSE	SEC	COURSE NAME	MARK TYPE	1Avg	2Avg	F
	LAURA LAYMAN	2nd Semester	4 (109)	444	1	ANALYTICAL GEOMETRY	Avg	F		
	DAVID COUSINS	All Year	2 (208)	414	1	BASIC ENGLISH 12	Avg	D	D	
	LAURA LAYMAN	All Year	5 (282)	484	1	GERMAN IV	Avg	A	A	
	DAVID COUSINS	All Year	6 (284)	481	1	LATIN IV	Avg	F	A	
	MARK HANDLEY	2nd Semester	9 (166)	275	2	PAINTING	Avg	A	A	
	DONALD BERRY	All Year	- See Schedule -	431	3	PHYSICS	Avg	D	F	
	MARK HANDLEY	1st Semester	9 (164)	373	2	SCULPTURE	Avg	C		
	LAURA LAYMAN	1st Semester	1 (109)	443	1	TRIG	Avg	F		
	SUSAN CLARK	All Year	3,3A (261)	435	1	WORLD HISTORY GENERAL	Avg	D	F	

Student GPA:
Days Absent:
Times Late:

4002
FONT, ELLA JANE
345 N FRONT ST
LIMA, OH
PG: ELLA JANE FONT
PHONE: STAT: A
GR: 12   GEND: F   HR:
PREV: BD: 10/24/1986

STUDENT INFO	TEACHER NAME	COURSE TERM	MEETING TIME	COURSE	SEC	COURSE NAME	MARK TYPE	1Avg	2Avg	F
	LAURA LAYMAN	2nd Semester	4 (109)	444	1	ANALYTICAL GEOMETRY	Avg	F		
	DAVID COUSINS	All Year	2 (208)	414	1	BASIC ENGLISH 12	Avg	D	D	
	LAURA LAYMAN	All Year	5 (282)	484	1	GERMAN IV	Avg	A	A	
	DAVID COUSINS	All Year	6 (284)	481	1	LATIN IV	Avg	A	A	
	MARK HANDLEY	2nd Semester	9 (166)	275	2	PAINTING	Avg	A	A	
	DONALD BERRY	All Year	- See Schedule -	431	3	PHYSICS	Avg	D	F	
	LAURA LAYMAN	1st Semester	1 (109)	443	1	TRIG	Avg	F	F	
	SUSAN CLARK	All Year	3,3A (261)	435	1	WORLD HISTORY GENERAL	Avg	F	F	

Student GPA:
Days Absent:
Times Late:

Report – Class List Formatter (R703)

Navigation: Home – SIS – Marks – Marks Reports – Class List Formatter (R703)

Class List Formatter can be used to create a variety of reports. One of those reports could be a grade verification list to pass out to teachers so that they can verify student marks before the grade cards are printed.

Period

1	
2	
3	
4	

Course Types

C - Class	
L - Lunch	
Z - Study hall	
ESC - ESC course	

Special Education Services

215001 - Adapted Physical Education Services	
215002 - Aide Services	
215003 - Attendant Services	
215004 - Audiological Services	

Program

** - NOT APPLICABLE	
01 - Multiple Disabilities	
02 - Deaf-Blindness	
03 - Hearing Impairments	

Homeroom

5A - BRANCH (Full Year Term)	
5B - BRANCH (Full Year Term)	
6A - BRANCH (Full Year Term)	
6B - BRANCH (Full Year Term)	

Home School

052860 - Central Christian High School (Sch)	

Homeroom Date: 2/5/2014

Suppress Withdrawals: ● Yes ○ No

Suppress Drops: ● Yes ○ No

Suppress Disability Condition: ● Yes ○ No

Suppress Program: ● Yes ○ No

Print Student with future assignment for Course from a Current Course Term: ● Yes ○ No

Common Text For Class List:

Schedule (optional) – Select the Schedule that you wish to run this class list with. It is important to pick the correct Schedule/Schedule Result combination when running the batch scheduler. This field defaults to the Default Schedule, and is not selectable once a final schedule result has been selected.

Schedule Result (required) – Select the Schedule Result that you wish to run this class with. It is important to pick the correct Schedule/Schedule Result combination when running the batch scheduler. This field defaults to the Default Schedule, and is not selectable once a final schedule result has been selected.

Report Layout (required) – Select the appropriate format from the dropdown menu. All formats for this report print in portrait orientation.

Formats are as follows:

- Format 1 – Course Mark and Comment Verification Sheet; Landscape
- Student #, Student Name, Homeroom, Program, Home School, Marks, Comments
- Format 2 – Class Lists (no Artificial Courses); Portrait
- Student #, Student Name, Grade, Disability Condition, Gender, Homeroom, Program, Home School
- Format 3 – Attendance Collection Sheets; Landscape
- Student #, Student Name, Homeroom, Program, Home School
- Format 4 – Marks Collection Sheet for Manual Entry of Grades; Landscape
- Student #, Student Name, Homeroom, Program, Home School, Disability Condition, Marks, Comments
- Format 6 – Class Lists for Courses and Artificial Courses; Portrait

- Student #, Student Name, Grade, Gender, Homeroom, Program, Home School, Counselor, Locker

- Format 8 – Class Lists for only Artificial Courses; Portrait

  - Student #, Student Name, Grade, Gender, Homeroom, Program, Home School

- Format 10 – Class List; Landscape

- Student #, Student Name, Address, Phone #, Primary Contact, Birth Date, Gender, Disability Condition, Homeroom, Counselor, Locker

- Format 11 – Lists of Students in each class and provides slots for Excused Absences, Unexcused Absences, And Total Days Present for each student; Portrait

- Format 12 – Shows student totals rather than individual student information; Portrait

- Format 13 – Based on Format 10, but has Counselor and Locker removed and Home School added.

Course Term – Select the appropriate Course Term from the dropdown menu.

Reporting Term – Select appropriate Reporting Term from dropdown menu. Once reporting term has been selected screen refreshes and only valid Course Section and Course information for the selected Reporting Term will be displayed in each of those list boxes.

Mark Type – If no Mark Types are selected, the report will use all Mark Types in creation of the report. You can also filter by selecting specific Mark Types for your report.

Staff – If no Staff Members are selected, the report will use all Staff in creation of the report. You can also filter by selecting specific Staff for your report.

Course – If no Courses are selected, the report will use all Courses in creation of the report. You can also filter by selecting specific Courses for your report.

Course Section – If no specific Course Sections are selected, the report will use all Course Sections in creation of the report. You can also filter by selecting specific Course Sections for your report.

Period – If no Periods are selected, the report will use all Periods in creation of the report. You can also filter by selecting specific Periods for your report.

Course Types – Select Course Types to be used in the creation of the report. If none are selected, all will be used, if applicable in the Report Layout.

Special Education Services (optional) – Select the Special Education services to return the students on the report who are assigned those services. If no Special Education services are selected, the report will return students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the Services tab on the Special Education screen.

> *Note: The Special Education Services list only displays if FY13 and later is in context.*

Program - Select Programs to be used in the creation of the report. If none are selected, all will be used, if applicable in the Report Layout.

Homeroom – Select Homerooms to be used in the creation of the report. If none are selected, all will be used, if applicable in the Report Layout.

Home School - Select Homerooms to be used in the creation of the report. If none are selected, all will be used, if applicable in the Report Layout. This field is populated based on the values entered in the Home School field on the Student Profile – General tab.

Homeroom Date – Select the appropriate date from the dropdown calendar.

Suppress Withdrawals – Select this option to leave out student withdrawals. Please note that course section assignments that were dropped on a future date will show on the R703, even if the Suppress Withdrawals option is set to "Yes".

Suppress Drops – Select this option to choose whether or not to exclude students who have dropped a class, even if the drop date has not passed.

Suppress Disability Condition – Select this option to choose whether or not to suppress the display of student Disability Condition.

Suppress Program - Select this option to choose whether or not to suppress the display of student Program. This option only appears when the Report Layout selected is 1, 2, 3, 4, 6 or 8 which are the formats on which the Program is displayed.

Print Student with Future Assignment for Course from a Current Course Term – Select this option to choose whether or not to show future assignments in a current course term. Students with assignments in future course terms will always be shown if the future course term is selected in the Course Terms dual select.

Common Text for Class List – Type in any text that can be included for all students on the list.

Student Sorting Options (optional) – Choose one or more sort options for your report. These sort options control the student sort within each Class List.

Sorting Options (optional) – Choose one or more sort options for your report. These sort options control the Class List sort.

Output – Select from the following options: Report, Labels or Both.

If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

For Adobe 9:

- Page Scaling = None
- Auto Rotate and Center = Unchecked.

For Adobe 10:

- Size Options = Actual Size

- Orientation = Portrait.

Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to Options. On the Applications window under Content Type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to an Adobe option (such as Use Adobe Acrobat).

Label Type – Select the type of labels you wish to print if output selected was labels.

Address - Select the student or parent address format.

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

REPORT: R703 FORMAT-01			DASL HIGH SCHOOL									Run Date: 4:18 PM 8/19/2008	
2004-2005			MARK AND COMMENT VERIFICATION LIST										
TEACHER		COURSE NAME		COURSE	SECTION	COURSE TERM				MEETING TIME DESCRIPTION			
AUSTIN, SHARRI		LANGUAGE ARTS		052	2	All Year				9 (108)			
STUDENT NUMBER	STUDENT NAME	HOMEROOM	PROGRAM		HOME SCHOOL	GP Qtr	GP Qtr	1Ex Exa	1Av Avg	GP Qtr	2Ex Exa	2Av Avg	COMMENTS
7001	CONTRARY, JASON WILLIAM					C	D	A	A	D	D	A	B	Good general knowledge,Works well in groups
7003	RING, NICOLE SUZANNE					C	D	A	B	D	D	A	B	Good general knowledge,Works well in groups
7005	WILLIAMSON, RYAN SETH					C	D	A	B	D	D	A	B	Good general knowledge,Works well in groups

Report Layout – Class List Format 1 – Course Mark and Comment Verification Sheet

REPORT: R703 FORMAT-02			DASL HIGH SCHOOL				Run Date: 4:22 PM 8/19/2008	
2004-2005			CLASS LIST					
TEACHER		COURSE NAME		COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION	
AUSTIN, SHARRI		LANGUAGE ARTS		052	2	All Year	9 (108)	
STUDENT NUMBER	STUDENT NAME	GRADE	DISABILITY CONDITION	GENDER	HOMEROOM	PROGRAM		HOME SCHOOL
7001	CONTRARY, JASON WILLIAM	09		M				
7003	RING, NICOLE SUZANNE	09		F				
7005	WILLIAMSON, RYAN SETH	09		M				
						TOTAL MALES:		2
						TOTAL FEMALES:		1
						TOTAL STUDENTS:		3

Report Layout – Class List Format 2 – Class Lists (no Artificial Courses)

REPORT: R703 FORMAT-03	DASL HIGH SCHOOL		Run Date: 4:27 PM 8/19/2008
2004-2005	ATTENDANCE COLLECTION LIST		

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
BERRY, DONALD	PHYSICS	431	3	All Year	- See Schedule -

STUDENT NUMBER	STUDENT NAME	HR	PROGRAM	HOME SCHOOL	WEEK 1					WEEK 2				
					MON	TUE	WED	THU	FRI	MON	TUE	WED	THU	FRI
4001	EYE, MAGNUM P.													
4002	FONT, ELLA JANE													
4003	JOHNSON, GEORGE EVAN		Specific learning disable											
4004	POTTS, JORDAN DANIEL													
4005	WELLS, JOBETH													

Report Layout – Class List Format 3 – Attendance Collection Sheets

REPORT: R703 FORMAT-04	DASL HIGH SCHOOL		Run Date: 4:33 PM 8/19/2008
2004-2005	MARK AND COMMENT COLLECTION LIST		

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
BERRY, DONALD	PHYSICS	431	3	All Year	- See Schedule -

STUDENT NUMBER	STUDENT NAME	HR	PROGRAM	HOME SCHOOL	DISABILITY CONDITION	G1Q1	G1Q2	G1Q3	11E	12A	G1Q1	G1Q2	G2Q3	21E	22A	COMMENTS
4001	EYE, MAGNUM P.	A109				B	B	F	D	A	A	F				Good general knowledge
4002	FONT, ELLA JANE	A109				B	B	A	D	A	A	F				Good general knowledge
4003	JOHNSON, GEORGE EVAN	A109	Specific learning disable			B	B	A	D	A	A	F				Good general knowledge
4004	POTTS, JORDAN DANIEL	A109				B	B	A	D	B	A	F				Good general knowledge
4005	WELLS, JOBETH	A109				B	B	A	D	B	A	F				Good general knowledge

Report Layout – Class List Format 4 – Marks Collection Sheet for Manual Entry of Grades

REPORT: R703 FORMAT-06	DASL HIGH SCHOOL		Run Date: 4:36 PM 8/19/2008
2004-2005	CLASS LIST		

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
BERRY, DONALD	FRENCH III	382	1	All Year	3,3A (281)

STUDENT NUMBER	STUDENT NAME	GRADE	GENDER	HOMEROOM	PROGRAM	HOME SCHOOL	COUNSELOR	LOCKER
5001	CONTRARY, MARY M.	11	F	A107				
5002	PERRY, MICHAEL JAY	11	M	A107				
5003	POTTS, IAN MICHAEL	11	M	A107				
5004	SPRAT, JACK JOSEPH	11	M	A107				020
5005	WELLS, JONA RENEE	11	F	A107				

TOTAL MALES: 3
TOTAL FEMALES: 2
TOTAL STUDENTS: 5

Report Layout – Class List Format 6 – Class Lists for Courses and Artificial Courses

DASL HIGH SCHOOL

Run Date: 4:38 PM 8/19/2008

CLASS LIST

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
BERRY, DONALD	PHYSICS	431	3	All Year	- See Schedule -

STUDENT NUMBER	STUDENT NAME	GRADE	GENDER	HOMEROOM	PROGRAM	HOME SCHOOL
4001	EYE, MAGNUM P.	12	M	A109		
4002	FONT, ELLA JANE	12	F	A109		
4003	JOHNSON, GEORGE EVAN	12	M	A109	Specific learning disable	
4004	POTTS, JORDAN DANIEL	12	M	A109		
4005	WELLS, JOBETH	12	F	A109		

TOTAL MALES: 3
TOTAL FEMALES: 2
TOTAL STUDENTS: 5

Report Layout – Class List Format 8 – Class Lists for only Artificial Courses

REPORT: R703
FORMAT-10

2004-2005

DASL HIGH SCHOOL

Run Date: 4:41 PM 8/19/2008

CLASS LIST

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
AUSTIN, SHARRI	LANGUAGE ARTS	052	2	All Year	9 (108)

STUDENT NUMBER	STUDENT NAME	ADDRESS	PHONE NUMBER	PRIMARY CONTACT	BIRTH DATE	GENDER	DISABILITY CONDITION	HOMEROOM	COUNSELOR	LOCKER
7001	CONTRARY, JASON	90 ELM STREET , LIMA, OH 45801	740 493-5555	MARION CONTRARY	02/14/1990	M		A103		
7003	RING, NICOLE SUZANNE	9065 BLISS RD , LIMA, OH 45801		NICHOLAS RING	05/11/1989	F		A103		
7005	WILLIAMSON, RYAN	881 THAYER ROAD , LIMA, OH 45801		JOHN WILLIAMSON	10/15/1989	M		A103		

Report Layout – Class List Format 10 – Class List

REPORT: R703
FORMAT-11

2004-2005

DASL HIGH SCHOOL

Run Date: 4:44 PM 8/19/2008

CLASS LIST

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
AUSTIN, SHARRI	LANGUAGE ARTS	052	2	All Year	9 (108)

STUDENT NUMBER	STUDENT NAME	EXCUSED ABSENCES	UNEXCUSED ABSENCES	TOTAL DAYS PRESENT
7001	CONTRARY, JASON WILLIAM			
7003	RING, NICOLE SUZANNE			
7005	WILLIAMSON, RYAN SETH			

**Class List Format 11 – Lists of Students in each class and
provides slots for Excused Absences, Unexcused Absences
And Total Days Present for each student**

REPORT: R703	DASL HIGH SCHOOL	Run Date: 4:46 PM 8/19/2008
FORMAT-06		
2004-2005	CLASS LIST	

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
BERRY, DONALD	ART 10	1716	1	All Year	Mon,Tue,Wed,Thur: 9 (MSS)

TOTAL MALES:	2
TOTAL FEMALES:	3
TOTAL STUDENTS:	5

Class List Format 12 – Shows student totals rather than individual student information

REPORT: R703	ADA HIGH SCHOOL	Run Date: 10:16 AM 3/25/2010
FORMAT-13		
2009-2010	CLASS LIST	

TEACHER	COURSE NAME	COURSE	SECTION	COURSE TERM	MEETING TIME DESCRIPTION
Teacher1715, MR. D.	LW-MATH	LWM	2	A-Y	2 (223)

STUDENT NUMBER	STUDENT NAME	ADDRESS	PHONE NUMBER	PRIMARY CONTACT	BIRTH DATE	GEN	DISABILITY CONDITION	HOMEROOM	HOME SCHOOL
4917	Student76902, SCOTT		555 555-5555	SCOTT Student76902	07/18/1993	M			Ada High School
3619	Student77523, TAYLOR (DAVID)		555 555-5555	LINDA Student77523	10/15/1992	M		228	

Class List Format 13 – Based on Format 10, with Counselor and Locker removed and Home School added

Report – Report Card Formatter (R700)

Navigation: Home – SIS – Marks – Marks Reports – Report Card Formatter (R700)

The Report Card Formatter is used to create report cards, interim reports and permanent record labels for the building, along with the layout of the report card.

Home » SIS » Marks » Marks Reports » Report Card Formatter (R700)	Advanced Search	Feedback	Mgmt	Help	Version	

Report Card Formatter (R700)
From this screen, you can select parameters to generate a report.

Selection Criteria	Selection Summary	Load Settings

Formatter Version: ○ Custom   ○ Permanent Record Labels   ● Non-Custom   (Warning: the Non-Custom formats can be used, but state support will no longer be provided.)

Formatter Version

- Custom – report cards generated with the custom Report Card formatter

- Permanent Record Labels – permanent record labels using fixed formats

- Non-Custom – no longer supported; to remove from submission screen, contact your ITC

  Note: *Support discontinued for non-custom Report Cards/Transcripts*

At this time, the StudentInformation screens still allow for the submission of non-custom report cards and transcripts. Schools can still execute non-custom report cards/transcripts if desired – however issues encountered with non-custom report cards/transcripts will no longer be supported. All existing non-custom report cards and transcripts have been replicated as custom formats and many issues have been addressed within those custom formats.

Custom Report Card Formats (R700)

Navigation: StudentInformation– SIS – Marks – Marks Reports – Report Card Formatter (R700) – Custom Formatter Version

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)

Report Card Formatter (R700)
From this screen, you can select parameters to generate a report.

Selection Criteria | Selection Summary | Load Settings

Formatter Version: ● Custom ○ Permanent Record Labels ○ Non-Custom (Warning: the Non-Custom formats can be used, but state support will no longer be provided.)

Report Layout: AllYear2 ▾

Watermark Image: None ▾ **Watermark Alignment:** Top Left ▾

Footer Location: ○ Directly Beneath the Detail Section ● At The Bottom of the Last Report Page

Report Orientation: ○ Portrait ● Landscape

Paper Kind: Letter ▾

Paper Width: 8.5   **Paper Height:** 11

Left Margin: 0.5   **Top Margin:** 0.5

Right Margin: 0.5   **Bottom Margin:** 0.5   **Gutter:** 0.0

School Years For Credits

| 2015-2016 |
| 2014-2015 |
| 2013-2014 |
| 2012-2013 |

Interim Report Card: ○ Yes ● No

Reporting Term For Which To Show Comments

| GP1 |
| 1st 9 week interim |
| GP2 |
| 2nd 9 week interim |

Latest Physical Term Is Used For The Current Reporting Term

Reporting Term For Which To Show Marks

| GP1 |
| 1st 9 week interim |
| GP2 |
| 2nd 9 week interim |

Mark Type For Which To Show Marks

| Avg |
| Exam |
| Final |
| Grading Period |

Course Types

| C - Class |
| L - Lunch |
| Z - Study hall |
| ESC - ESC course |

Mark Credit Type: All ▾

Show Required Marks Only:	● Yes	○ No
Print Report Card If Student Has No Marks Or Comments:	○ Yes	● No
Print Regular Course From Prior Course Term That Has No Marks Or Comments:	○ Yes	● No
Print Regular Course From Current Course Term That Has No Marks Or Comments:	○ Yes	● No
Print Regular Course From Future Course Term That Has No Marks Or Comments:	○ Yes	● No
Print Course History That Has No Marks:	○ Yes	● No
Include Dropped Courses In Past Or Current Course Terms In Current Year:	○ Yes	● No
Include Dropped Courses In Future Course Terms In Current Year:	○ Yes	● No
Include Dropped Courses in Prior Years (for Credits totals):	○ Yes	● No
Show Separate Marks Subreports For Each Marking Pattern:	○ Yes	● No
Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year:	● Yes	○ No
Require 'Update History' Flag to be True for Course to be on Report Card:	○ Yes	● No
Require 'Is High School Credit' Flag to be True for Course to be on Report Card:	○ Yes	● No

Marks Alignment in Marks Subreports: ● Align Equivalent Marks Columns in Marks Subreports for All Marking Patterns
○ Stretch Marks Columns to Fill Width of Marks Shape Within the Marks Subreport for Each Marking Pattern

GPA Sets

| 1st Quarter |
| 2nd Quarter |
| 3rd Quarter |
| 4th Quarter |

Honor Roll GPA Sets

| 1st Quarter |
| 2nd Quarter |
| 3rd Quarter |
| 4th Quarter |

Refresh GPA Set and Honor Roll Results: ○ Yes ● No

Reporting Term For Which To Show Attendance

| GP1 |
| GP2 |
| GP3 |
| GP4 |

Absence Type

| A - EXCUSED |
| B - TRUANT |
| C - NOT ABSENT |
| D - DISC CTR |

Show Days Present and Days Absent Totals based on Total Days or Occurrences: ● Total Days ○ Occurrences

Absence Cutoff Date: _____

Use Period Attendance: ○ Yes ● No

Period

| 1 |
| 2 |
| 3 |
| 4 |

Student Status

| A - Active |
| A - ACTIVE RES |
| ACCA - ASHLAND ACADEMY |
| AE - Active Elsewhere |

Administrative Homeroom

| 4-103 - GRAHAM (Full Year Term) |
| 4-111 - GALLAGHER (Full Year Term) |
| 4-126 - BRACKEN (Full Year Term) |
| 4-140 - GRISSINGER (Full Year Term) |

Program

| ** - NOT APPLICABLE |
| 01 - Multiple Disabilities |
| 02 - Deaf-Blindness |
| 03 - Hearing Impairments |

Home School

| 001081 - Ashland High School (Sch) |
| 022640 - Mapleton High School (Sch) |

Counselor

| PACKARD, JOSHUA |
| STEWARD, PEGGY |
| COURT, JONATHAN |

Membership

| 15 - Extended Learning Time (Each Week) |
| 15 - Guided Reading (Small Group Instruction) |
| 15 - Increase Reading Time |
| 15 - Interactive Writing |

Special Education Services

| 215001 - Adapted Physical Education Services |
| 215002 - Aide Services |
| 215003 - Attendant Services |
| 215004 - Audiological Services |

Membership Group

| 11 - Intervention |
| 12 - Post-secondary Enrollment Options Program |
| 15 - 15 |
| 16 - 16 |

Ad-Hoc Membership: -- Select an Ad-Hoc Membership --

Public And Private ☐

Custom Report Card Formats (R700)

Report Layout (required) – Select the appropriate format from the dropdown menu. These formats are created with the Custom Formatter application. However, StudentInformation does come with the following preloaded custom formats.

Format	Portrait or Landscape	Alpha or Numeric	Prints Comments	Prints GPA	Prints Honor Roll Message	Prints Grad. Eligibility	Prints Attend.	Prints Common Text	Prints Grading Scale	Prints Credits	Prints Fees	For use with window envelopes	Other
Fixed H1	Portrait	Alpha	Yes	No	No	No	Yes	Yes, "To the Parents" and building's phone # is hardcoded in the text box	Yes	Yes	No	No	-Prints attendance entered on the Teacher Menu-Report Card Attendance screen -"Report of Student's Progress" is hardcoded at the top
Fixed N2	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	Yes	No	Yes	-Prints Principal's name & school phone # -Prints individual course attempted& earned credit amounts
Fixed N4	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	No	No	Yes	
Fixed SP1	Portrait	Alpha	No	Yes	No	No	Yes	Yes, "Message" is hardcoded in text box	Yes	Yes	Yes	Yes* (*student's ID# shows in window also)	-"Report Card" is hardcoded at the top
Fixed SW1	Portrait	Alpha	No	Yes	No	No	Yes	Yes	No	Yes	No	Yes	-Prints Principal's name & school phone #
Fixed L1	Landscape*	Alpha	No	No	No	No	Yes	Yes	No, grading scale is hardcoded	No	No	No	-*uses legal sized paper -Can be used as a foldable mailer -"Grade Report" is hardcoded at the top
Fixed L2	Landscape	Alpha	Yes	No	No	No	No	Yes	No	No	No	No	-"Interim Progress Report" hardcoded at the top -Prints meeting time in comments section
All Year2	Landscape*	Alpha	No	Yes	Yes	Yes	Yes	No	No	Yes	No	No	-*uses legal sized paper

Format	Orientation	Type											Comments
													-Rhino image is hardcoded -Prints separate totals for excused and unexcused absences -"Grade Report" is hardcoded at the top
Fixed N1	Landscape*	Alpha Numeric & Alpha equiv.	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	*uses legal sized paper -"Grade Report" is hardcoded at the top
Fixed N3	Landscape	Alpha	Yes	Yes	Yes	No	Yes	Yes	No	Yes	No	No	
Fixed SW2	Landscape	Numeric & Alpha equiv.	Yes	No	No	No	Yes	Yes	Yes	Yes	No	No	
Fixed SW3	Landscape	Alpha	No	Yes	Yes	No	Yes	Yes	No	No	No	No	-"Report Cards" is hardcoded at the top
Format 01	Landscape	Alpha	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	
Format 02	Landscape	Numeric	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	No	
Format 03	Portrait	Numeric & Alpha equiv.	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	
Format 04	Landscape	Numeric & Alpha equiv.	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	
Format 11	Portrait	Alpha	Yes	No	No	No	Yes	Yes	No	No	Yes	No	Interim report card with hard-coded letter verbiage.
Format 12	Portrait	Numeric & Alpha equiv.	Yes	No	No	No	Yes	Yes	No	No	Yes	No	Interim report card with hard-coded letter verbiage.
Format 15	Portrait	Alpha	Yes	No	No	No	No	Yes	No	No	Yes	No	Interim report card with hard-coded letter verbiage.
Format 16	Portrait	Numeric & Alpha equiv.	Yes	No	No	No	No	Yes	No	No	Yes	No	Interim report card with hard-coded letter verbiage.
Format 20	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	
Format 21	Portrait	Alpha	No	Yes	No	No	Yes	Yes	No	Yes	Yes	Yes	Prints Promoted, Retained, & Transferred checkboxes that can be manually marked

Format 30	Landscape	Numeric & Alpha equiv.	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	
Format 31	Landscape	Alpha	No	Yes	Yes	No	Yes	No	No	Yes	Yes	No	
Format 40	Portrait	Alpha	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	
Format 41	Portrait	Alpha	No	No	Yes	No	Yes	Yes	No	Yes	Yes	Yes	
Format 50	Portrait	Alpha	No	No	No	No	Yes	Yes	No	Yes	Yes	Yes	Prints Promoted, Retained, & Transferred checkboxes that can be manually marked

Please see examples of formats in Appendix A.

Watermark Image (optional) – Select an image to be printed on all pages from the drop-down list. This is configured by ITCs.

Watermark Alignment (optional) – Select the position for the watermark image from the drop-down menu. Choices are Top Left, Bottom Left, Top Right, Bottom Right and Center.

Footer Location (required) – Choose whether the footer information is displayed directly beneath the detail section, or at the bottom of the last page of the report card (if the report card runs onto multiple pages).

Report Orientation (required) – Select whether the report card prints in portrait or landscape orientation.

Paper Kind (required) – Select the type of paper used for the report card. Choices are Letter, Legal or Custom.

Paper Width (optional) – Only available if using Custom for Paper Kind. Enter the width of the paper used, in inches. If using Letter or Legal, this value is 8.5.

Paper Height (optional) – Only available if using Custom for Paper Kind. Enter the height of the paper used, in inches. If using Letter or Legal, this value is 11.

Left Margin (optional) – Enter the left-side print margin for the report card, in inches.

Right Margin (optional) – Enter the right-side print margin for the report card, in inches.

Top Margin (optional) – Enter the top margin for the report card, in inches.

Bottom Margin (optional) – Enter the bottom margin for the report card, in inches.

Gutter (optional) – Enter the width of space between columns, in inches.

School Years For Credits (optional) – If no School Years are selected, the report will use all School Years to calculate Credits on the report card. You can also filter by selecting specific School Years to calculate Credits on your report card.

Interim Report Card (optional) – Yes or No; check this box if this is an Interim Report Card.

Reporting Term For Which To Show Comments (optional) – If no Reporting Terms are selected, the report will use all Reporting Terms for listing Comments on the report. You can also filter Comments by selecting specific Reporting Terms for your report.

Mark Type For Which To Show Comments (optional) – If no Mark Types are selected, the report will use Comments of all Mark Types in creation of the report. You can also filter by selecting specific Mark Types for your report.

Reporting Term For Which To Show Marks (optional) – If no Reporting Terms are selected, the report will use all Reporting Terms for listing Marks on the report. You can also filter Marks by selecting specific Reporting Terms for your report.

Mark Type For Which To Show Marks (optional) – If no Mark Types are selected, the report will use Marks of all Mark Types in creation of the report. You can also filter by selecting specific Mark Types for your report.

Course Types (optional) – If no Course Types are selected, the report will use all Course Types in the creation of the report. You can also filter by selecting specific Course Types for your report.

Mark Credit Type (optional) – Select desired Mark Credit Types for this report card. Valid options are: All, Progress 1 or greater, Progress 2 or greater, Progress 3 or greater, Progress 4 or greater, Not Used only, Progress 1 only, Progress 2 only, Progress 3 only, Progress 4 only, or Earned only.

Show Required Marks Only (optional) – Yes or No; If a student has manual course history and is also taking classes that appear on the Student Mark screen, would you like only courses listed on the Student Marks screen to print on the report card? If you do, answer Yes. If you want manual course history to print also, answer No.

Print Report Card If Student Has No Marks Or Comments (optional) – Yes or No; If a student does not have any marks or comments entered would you like a blank report card to print for this student? If you do, answer Yes.

Print Regular Course From Prior Course Term That Has No Marks Or Comments (optional) – Yes or No; Allows the user to determine whether a regular course from a prior course term appears on the report card when a student has no marks or comments for the course in the Reporting Terms chose on the report submission screen for marks and comments.

Print Regular Course From Current Course Term That Has No Marks or Comments (optional) – Yes or No; Allows the user to determine whether a regular course from the current course term appears on the report card when a student has no marks or comments for the course in the Reporting Terms chose on the report submission screen for marks and comments.

Print Regular Course From Future Course Term That Has No Marks or Comments (optional) – Yes or No; Allows the user to determine whether a regular course from a future course term appears on the report card when a student has no marks or comments for the course in the Reporting Terms chose on the report submission screen for marks and comments.

Print Course History That Has No Marks (optional) – Yes or No; Not possible – you cannot enter course history without also entering mark. It does not matter if you answer Yes or No.

Include Dropped Courses in Past Or Current Course Terms In Current Year (optional) – Yes or No; If a student has dropped courses in a completed course term or the current course term, do you want the courses to print on the report card? If you do want the dropped courses to print, answer Yes.

Include Dropped Courses in Future Course Terms In Current Year (optional) – Yes or No; If a student drops a 2nd semester only class and you are running her report card in the middle of 1st semester, do you want the dropped 1st semester only class printing on her report card? If you do want future drops printing, answer Yes.

Include Dropped Courses in Prior Years (for Credit totals) (optional) - Yes or No; If a student has dropped classes in prior years, do you want the dropped courses being included in the credit amounts that print on selected report card formats? If you do want the drops included, answer Yes.

Show Separate Marks Subreports For Each Marking Pattern (optional) – Yes or No; If you would like the report to be broken down into separate sections for 1st semester only classes, 2nd semester only classes, and all year classes, answer Yes.

Show Separate Rows in Credits Subreport for Credits from Different Schools in the Same Year (optional) – Yes or No; If the student was in two different buildings and has course history from each building, do you want each school broken out into its own section? If so, answer Yes.

Require "Update History" Flag to be True for Course to be on Report Cards (optional) – The Update History flag on the Course determines if a course displays on the student's course history screen. Occasionally a school will unmark a course as Update History and does not want this course to print on the report card. In 99% of the cases you will want to mark Yes for this prompt. (NOTE: You can also uncheck the flag on the course titled Print on Report Card.)

Required "Is High School Credit" Flag to be True for Course to be on Report Cards (optional) - If set to Yes, courses will be excluded from the report card if they are not checked as "Is High School Credit". This would mainly be used when high school courses are taken at a middle school or junior high.

Marks Alignment in Marks Subreports (optional) – Select how you want Marks to display in Marks subreports. Choices are "Align Equivalent Marks Columns in Marks Subreports for All Marking Patterns", which will keep all equivalent Marks columns aligned (such as Semester 1 Final on a full-page-width All-Year Marking Pattern lining up with Semester 1 Final on a half-page-width 1st-Semester Marking Pattern), or "Stretch Marks Columns to Fill Width of Marks Shape Within the Marks Subreport for Each Marking Pattern", which will use the full width available in the Marks subreport, regardless of how many Marks are in the Marking Pattern (the All-Year and 1st-Semester Marking Patterns in the example above would instead each take up the full page width, without their columns being aligned together).

GPA Sets (required) – Select desired GPA Set(s) from the dual-select box. If no GPA Sets are selected, GPA information will not print on the report card.

Honor Roll GPA Sets (optional) – If no Honor Roll GPA Sets are selected, the report will use all Honor Roll GPA Sets for creation of the report. You can also filter by selecting specific Honor Roll GPA Sets for your report.

Refresh GPA Set and Honor Roll Results (optional) – Yes or No; Select whether GPA Set and Honor Roll Results will be refreshed.

Reporting Term For Which To Show Attendance (optional) – If no Reporting Terms are selected, the report will use all Reporting Terms for listing Attendance on the report. You can also filter Attendance by selecting specific Reporting Terms for your report.

Absence Type (optional) – If no Absence Types are selected, the report will use all Absence Types in creation of the report. You can also filter by selecting specific Absence Types for your report.

Show Days Present and Days Absent Totals based on Total Days or Occurrences (required) – If "Total Days" is chose, then the Days Present will be calculated as the sum of the Actual Days value for each calendar day for the student. (Note: If the Actual Days value on any calendar day exceeds the Max Absence Level for the student's calendar, then the Max Absence Level is used for that day in the Days Present sum.) The Days Absent will be calculated as the sum of the following: the Absence Level for each daily absence record, multiplied by the Actual Days (or Max Absence Level) for the calendar day on which the absence occurred.

If "Occurrences" is chosen, then the Days Present will be calculated as the sum of the Days Counted value for each calendar day for the student. The Days Absence will be calculated as the sum of the following: the Absence Level for each daily absence record, multiplied by the Days Counted for the calendar day on which the absence occurred. The Days Counted for a calendar day is determined from the Calendar Day Type of the calendar day. For a Calendar Day Type of "School Day", the Days Counted is 1, for "Calamity Make-up Day", the Days Counted is 1, and for "School Half-Day" the Days Counted is 0.5.

Absence Cutoff Date (optional) – Specify the date after which absences are not counted towards the attendance information listed on the report card.

Use Period Attendance (optional) – Yes or No; select 'Yes' to use Period Attendance values.

Period (optional) – If no Periods are selected, the report will use all Periods in creation of the report. You can also filter by selecting specific Periods for your report.

Student Status (optional) – If no Student Statuses are selected, the report will use all Student Statuses in creation of the report. You can also filter by selecting specific Student Statuses for your report.

Administrative Homeroom (optional) – If no Administrative Homerooms are selected, the report use all Administrative Homerooms in creation of the report. You can also filter by selecting specific Administrative Homerooms for your report.

Programs (optional) – If no Programs are selected, the report will use all Programs in creation of the report. You can also filter by selecting specific Programs for your report.

Home School (optional) – If no Home Schools are selected, the report use all Home Schools in the creation of the report. You can also filter by selecting specific Home Schools for your report. This field is populated based on the values entered in the Home School field on the Student Profile – General tab.

Counselor (optional) – If no Counselors are selected, the report will use all Counselors in creation of the report. You can also filter by selecting specific Counselors for your report.

Membership (optional) – If no Memberships are selected, the report will select all Memberships. You can also filter by selecting specific Memberships for your report.

Special Education Services (optional) – Select the Special Education services to return the report cards for students who are assigned those services. If no Special Education services are selected, the report will return students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the Services tab on the Special Education screen.

> *Note: The Special Education Services list only displays if FY13 and later is in context. In prior years, the Special Education services are entered on the Edit Student Memberships screen and are selected for this report in the Membership Code list.*

Membership Group (optional) – If no Membership Groups are selected, the report will use all Membership Groups for creation of the report. You can also filter by selecting specific Membership Groups for your report.

Ad-Hoc Membership (optional) – You can select an Ad-Hoc Membership from the drop-down list. If you select an Ad-Hoc Membership, only report cards for students from that Ad-Hoc Membership will be used in the report. Check the "Public And Private" checkbox to see Memberships created by other users in your drop-down list.

Student ID(s) (optional) – If report cards are needed for individual students, the student ID(s) may be input here, separated by a comma, and report cards will only be produced for those individuals.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom. Defaults to today's date.

Common Text For Report Cards (optional) – Type in a common text message that is to appear on report cards.

Grading Scale (optional) – Type in a common grading scale text message that is to appear on all transcripts.

Print Blank Report Card for Student with Unpaid Fees (optional) – Yes or No; choose if you wish to print blank report cards (no course information or marks) for students still owing fees. A message will appear stating the amount of fees they still owe.

*Note: If you do not want report cards to display in ParentAccess for students with unpaid fees, on the **District Options** screen, ensure the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** option is selected. (See "Publish Report Cards to ParentAccess.")*

Print for Students Requesting Hard Copies – Select this check box to print a paper copy of the report card for students whose profile indicates this preference.

Omit Unlisted Phone Numbers (optional) – Yes or No; check if you wish to omit unlisted phone numbers on this report.

Student Graduation Eligibility Rule (optional) – Check the appropriate boxes if you want to view the students' primary and/or secondary Graduation/Eligibility rule status on the report.

Choose Graduation Eligibility Rule (optional) – Select a Graduation/Eligibility Rule from the drop-down list if you want to view the students' status for that rule on the report.

Mark Type (required if selecting rule) – Choose the Mark Type to use in current year's total. The Mark Type is only required if Primary, Secondary, and/or a specific Graduation Eligibility Rule are chosen.

Recalculate Graduation Eligibility (optional) – Check this box if you want to recalculate (slower) the student's status for the selected Graduation/Eligibility Rule(s). Otherwise, the report will use cached (faster) values if they exist.

Improve Performance by Separating Report Processing by Grade (optional) – Choose this option for shorter execution time and lower memory usage when running the report for multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, 'Grade' will be the first sort order for the final report, in order of the grades selected in the 'Grade' dual select below.

Grade (optional) – If no Grades are selected, the report will use all Grades in creation of the report. You can also filter by selecting specific Grades for your report. The "Grade" dual select box is only Required if the "Improve Performance by Separating Report Processing by Grade" option is chosen above.

Sorting Options (optional) – Choose one or more sort options for your report. If the "Improve Performance by Separating Report Processing by Grade" option is chosen above, then the sort order of grades is determined by the order of the grades in the "Grade" dual select above. In that case the "Grade" option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

Note: If the Zip Code is selected as the primary sort and 'Include Copied on Correspondence' is set to 'Yes', then a student may have multiple report card copies, and each of those copies may have a different zip code, since the student's zip code may differ from one or more of the contact zip codes. In this case, the report card will group all of a student's report card copies together in the final set of report cards. This is accomplished by using one zip code per student as the zip code by which all of the copies are sorted. The following rules determine which zip code is used for each student when sorting the report cards:

- If "Use Student Address" is chosen, the zip code used for each student will be the student's mailing zip code.
- If "Use Parent Address" is chosen, the zip code used for each student will be the primary contact's zip code.

Print Report In Permanent Record Label Format (optional) – (optional) – Yes or No; if marked Yes only courses marked as Include on Permanent Record on the Marks of Course will print.

Output – Select Report, Labels, or Both Report and Labels.

If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

For Adobe 9:

- Page Scaling = None
- Auto Rotate and Center = Unchecked.

For Adobe 10:

- Size Options = Actual Size
- Orientation = Portrait.

Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to Options. On the Applications window under Content Type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to an Adobe option (such as Use Adobe Acrobat).

Label Type – If choosing Labels, specify the size of the labels in the Label Type by selecting the appropriate label format from the dropdown list.

Address – Select the address to use for labels. If you check "Use custom address text," the text you enter in the field will be added at the top of each label and address field.

Include Copied On Correspondence – Yes or No; select whether to include copies of the report listing addresses for contacts marked "Copied on Correspondence."

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

Permanent Record Labels (R700)

Report Layout (required) – Select the appropriate permanent record label format from the dropdown menu.

> *Note: All formats for this report print initially in portrait orientation (unless noted), but variations in reader and printer software, printers, printer drivers, available paper, printer settings and reporting terms may allow for different print orientations. **Please print a sample page** of your selected format before running this report for multiple students, or before using actual labels. Active permanent record label formats are as follows:*

Format 22 – 2"x4" or 3-1/3"x4"

Format 23 – 3-1/3"x4"

Format 24 – 3-1/3"x4"

Format 32 – 2"x4" or 3-1/3"x4"; will include previous year credits earned and print a cumulative credit

Format 33 – 3-1/3"x4"; will include previous year credits earned and print a cumulative credit

Format 34 – 3-1/3"x4"; will include previous year credits earned and print a cumulative credit

Format 42 – 2"x4" or 3-1/3"x4"; will print marks on right side and will not print student GPA or student ranking

Format 43 – 3-1/3"x4"; will print marks below student header and will print student GPA but no student ranking

Format 44 – 3-1/3"x4"; will print marks below student header and will not print student GPA or student ranking

Format 54 – same as Format 34, with slight layout alterations

Format 62 – same as Format 42 with the addition of the Home School Name field (if Home School IRN field is filled out on the Student Profile – General tab)

Format 63 – same as Format 43 with the addition of the Home School Name field (if Home School IRN field is filled out on the Student Profile – General tab)

Format 64 – same as Format 44 with the addition of the Home School Name field (if Home School IRN field is filled out on the Student Profile – General tab)

Format 82 – 2"x4" or 3-1/3"x4"; will include previous year credits earned and print a cumulative credit; uses Numeric Marks

Format 83 –3-1/3"x4"; will print marks below student header and will print student GPA but no student ranking; uses Numeric Marks

Format 84 –3-1/3"x4"; uses Numeric Marks

All permanent record label formats will show external absences for a student in the attendance subreport section of the permanent record labels. If a student has both daily and external attendance in the selected school year, then two rows will be shown in the attendance subreport. A School Code column will show on all permanent record label formats except 54, due to space limitations, and that column will allow the user to more easily distinguish between the daily and external attendance rows. If the student has more than one record in the attendance subreport on the permanent record label, the Attendance subreport will sort by School Code ascending.

Label Hints

2"x4" Labels: Use Avery Label #8163. The bottom right hand label will be blank (the next student prints correctly on the next page) with some margins. Recommended Font Size: 5. Label Height: 2. Recommended Top Margin: 1. Recommended Left Margin: .25.

3-1/3"x4" Labels: Use Avery Label #8164. For most labels of this format, Recommended Font Size: 5. Label Height: 3.33. Recommended Top Margin: 1. Recommended Left Margin: .4.

Format 24: (3-1/3" labels) Recommended Font Size: 5. Label Height: 3.33. Recommended Top Margin: .65. Recommended Left Margin: .3.

Format 44: (3-1/3" labels) Recommended Font Size: 5. Label Height: 3.33. Recommended Top Margin: .8. Recommended Left Margin: .4.

All Label formats may require adjustment of the Margins. Make sure to print test copies first.

Additional formats may be listed, but they are not active at this time. Please see examples of these various formats at the end of this chapter.

> *Note: TO HOME SCHOOLS PRINTING PERMANENT RECORD LABELS FOR THEIR VOCATIONAL STUDENTS: Since the calendar in each building is for the home school, and the vocational students follow the vocational school calendar, days present would not print correctly on your labels. Days absent and times tardy will print correctly.*

Reporting Term (optional) – If no Reporting Terms are selected, the report will use all Reporting Terms for creation of the report. You can also filter by selecting specific Reporting Terms for your report.

Mark Type (optional) – If no Mark Types are selected, the report will use all Mark Types in creation of the report. You can also filter by selecting specific Mark Types for your report.

Period (optional) – If no Periods are selected, the report will use all Periods in creation of the report. You can also filter by selecting specific Periods for your report.

Membership (optional) – If no Memberships are selected, the report will select all Memberships. You can also filter by selecting specific Memberships for your report.

Special Education Services (optional) – Select the Special Education services to return the permanent record labels for students who are assigned those services. If no Special Education services are selected, the report will return students assigned to all services. This list box contains the 215xxx codes and refers to the records entered for a student on the Services tab on the Special Education screen.

> *Note: The Special Education Services list only displays if FY13 and later is in context. In prior years, the Special Education services are entered on the Edit Student Memberships screen and are selected for this report in the Membership Code list.*

Membership Group (optional) – If no Membership Groups are selected, the report will use all Membership Groups for creation of the report. You can also filter by selecting specific Membership Groups for your report.

Ad-Hoc Membership (optional) – Select an Ad-Hoc Membership from the drop-down list to only include students in that Membership in your report. Check the "Public And Private" checkbox to view Ad-Hoc Memberships created by other users in your drop-down list.

Student Status (optional) – If no Student Statuses are selected, the report will use all Student Statuses in creation of the report. You can also filter by selecting specific Student Statuses for your report.

Home School (optional) – If no Home Schools are selected, the report will use all Home Schools in creation of the report. You can also filter by selecting specific Home Schools for your report.

GPA Sets (required) – If no GPA Sets are selected, the report will use all GPA Sets for creation of the report. You can also filter by selecting specific GPA Sets for your report.

Honor Roll GPA Sets (required) – If no Honor Roll GPA Sets are selected, the report will use all Honor Roll GPA Sets for creation of the report. You can also filter by selecting specific Honor Roll GPA Sets for your report.

Refresh GPA Set and Honor Roll Results (required) – Select whether GPA Set and Honor Roll Results will be refreshed.

Student ID(s) (optional) – If report cards are needed for individual students, the student ID(s) may be input here, separated by a comma, and report cards will only be produced for those individuals.

Homeroom Date (required) – Specify the date to use to retrieve students' homeroom. Defaults to today's date.

Absence Date (optional) – If the Absence Date is within the term, then only the days up to the Absence Date will be considered for Present, Absent, and Tardy figures. Specify an Absence Date to limit attendance to the end of the appropriate term. If you do not specify an Absence Date, all days will be considered for Present, Absent, and Tardy figures.

Common Text For Report Cards (optional) – Type in a common text message that is to appear on report cards.

Print Blank Report Card for Student with Unpaid Fees (optional) – Yes or No; choose if you wish to print blank report cards (no course information or marks) for students still owing fees. A message will appear stating the amount of fees they still owe.

> *Note: If you do not want report cards to display in ParentAccess for students with unpaid fees, on the **District Options** screen, ensure the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** option is selected. . (See "Publish Report Cards to ParentAccess.")*

Suppress Withdrawals (optional) – Yes or No; choose if you wish to suppress the printing of report cards for students who have withdrawn.

Student Graduation Eligibility Rule (optional) – Check the appropriate boxes if you want to view the students' primary and/or secondary Graduation/Eligibility rule status on the report.

Choose Graduation Eligibility Rule (optional) – Select a Graduation/Eligibility Rule from the drop-down list if you want to view the students' status for that rule on the report.

Mark Type (required if selecting rule) – Choose the Mark Type to use in current year's total. The Mark Type is only required if Primary, Secondary, and/or a specific Graduation Eligibility Rule are chosen.

Recalculate Graduation Eligibility (optional) – Check this box if you want to recalculate (slower) the student's status for the selected Graduation/Eligibility Rule(s). Otherwise, the report will use cached values if they exist (faster).

Omit Unlisted Phone Numbers (optional) – Yes or No; check if you wish to omit unlisted phone numbers on this report.

Print Report In Permanent Record Label Format (optional) – Yes or No; if marked Yes only courses marked as Include on Permanent Record on the Marks of Course will print.

Permanent Record Label Font Size (optional) – Enter the font size, in points, you wish to use on Permanent Record Labels, if that format is selected. Most Labels use the value 5.

Permanent Record Label Height (optional) – Enter the height of each Permanent Record Label, in inches. The list of formats above states which label heights work for which label formats.

Top Margin (optional) – Enter the value for the top margin in inches. 0.2 is a suggested starting point. The margin settings may need to be adjusted for different printers.

Bottom Margin (optional) – Enter the value for the bottom margin in inches. 0.2 is a suggested starting point. The margin settings may need to be adjusted for different printers.

Left Margin (optional) – Enter the value for the left margin in inches. 0.2 is a suggested starting point. The margin settings may need to be adjusted for different printers.

Right Margin (optional) – Enter the value for the right margin in inches. 0.0 is a suggested starting point. The margin settings may need to be adjusted for different printers.

Gutter (optional) – Enter the value for the gutter in inches. The gutter is the extra empty space to the left of the report's left margins. 0.2 is a suggested starting point. The margin settings may need to be adjusted for different printers.

School Year(s) for Credits (optional) – Choose the school year(s) that determines which school years' credits will be counted toward the total credits. Only the current year should be selected if running a label that only shows the current year's credit.

Require "Update History" Flag to be True for Course to be on Report Card – The Update History flag on the Course determines if a course displays on the student's course history screen. Occasionally a school will unmark a course as Update History and does not want this course to print on the report card. In 99% of cases you will want to mark Yes for this prompt. (NOTE: You can also uncheck the flag on the course title Print on Report Card). This can be used with Permanent Record Label formats.

Require "Is High School Credit" Flag to be True for Course to be on Report Card – Choose Yes to include courses only if the "Is High School Credit" flag is set to yes. This can be used with Permanent Record Label formats.

Improve Performance by Separating Report Processing by Grade – Choose this option for shorter execution time and lower memory usage when running the report for all multiple grade levels. A separate interim report will be generated for each selected grade, and then the interim reports for all selected grades will be combined into one final report. When choosing this option, "Grade" will be the first sort order for the final report, in order of the grades selected in the "Grade" dual select pictured below this option.

Grade – This dual select is only required if the "Improve Performance by Separating Report Processing by Grade" option is chosen.

Sorting Options (optional) – If the "Improve Performance by Separating Report Processing by Grade" option is chosen, then the sort order of grades is determined by the order of the grades in the "Grade" dual select above. In that case the "Grade" option does not have to be selected in the Sorting Options dual select, since the grade will automatically be the first sort criteria.

> *Note: If the Zip Code is selected as the primary sort and 'Include Copied on Correspondence' is set to 'Yes', then a student may have multiple report card copies, and each of those copies may have a different zip code, since the student's zip code may differ from one or more of the contact zip codes. In this case, the report card will group all of a student's report card copies together in the final set of report cards. This is accomplished by using one zip code per student as the zip code by which all of the copies are sorted. The following rules determine which zip code is used for each student when sorting the report cards:*

- If 'Use Student Address' is chosen, the zip code used for each student will be the student's mailing zip code.

- If 'Use Parent Address' is chosen, the zip code used for each student will be the primary contact's zip code.

Output – Select Report, Labels, or Both Report and Labels.

If labels are chosen, use the following Adobe page settings when printing the labels to ensure that the labels print correctly on the page.

For Adobe 9:

- Page Scaling = None
- Auto Rotate and Center = Unchecked.

For Adobe 10:

- Size Options = Actual Size
- Orientation = Portrait.

Note: If you are using Firefox, you must change a setting before printing labels. In Firefox, go to Options. On the Applications window under Content Type, locate Portable Document Format (PDF). In the Action column of that row, change the selection from Preview in Firefox to an Adobe option (such as Use Adobe Acrobat).

Label Type – If choosing Labels, specify the size of the labels in the Label Type by selecting the appropriate label format from the dropdown list.

Address – Select the address to use for labels. If you check "Use custom address text", the text you enter in the field will be added at the top of each label.

Include Copied On Correspondence – Yes or No; select whether to include copies of the report listing addresses for contacts marked "Copied on Correspondence".

Print Teacher Code/Last Name on Label – Select Show Teacher Code to display the code of the teacher in the TEAC column on the permanent student labels. Select Show Teacher Last Name to display the first 3 characters of the teacher's last name, a comma and then the teacher's first name initial (XXX, Y).

Delivery Method (required) – See the Batch/Report Management documentation for further details.

Email Address (auto populated from your StudentInformation profile)

Description (optional) – If entered, will show on the Batch/Report Management screen.

Submit – Will submit this report to the Batch/Report Management application. Please see the Batch/Report Management documentation for further details.

NAME EYE, MAGNUM P. **ID** 4001 **YEAR** 2004-2005 **GR** 12 **GEND** M
PRESENT 174 **ABSENT** 4 **TARDY** 1 **CREDITS EARNED:** 4.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	A	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
SCULPTURE	HAND	F	F			0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME CONTRARY, MARY M. **ID** 5001 **YEAR** 2004-2005 **GR** 11 **GEND** F
PRESENT 174 **ABSENT** 4 **TARDY** 0 **CREDITS EARNED:** 6.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	F	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME FONT, ELLA JANE **ID** 4002 **YEAR** 2004-2005 **GR** 12 **GEND** F
PRESENT 175 **ABSENT** 3 **TARDY** 1 **CREDITS EARNED:** 4

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME PERRY, MICHAEL JAY **ID** 5002 **YEAR** 2004-2005 **GR** 11 **GEND** M
PRESENT 178 **ABSENT** 0 **TARDY** 0 **CREDITS EARNED:** 6.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME JOHNSON, GEORGE EVAN **ID** 4003 **YEAR** 2004-2005 **GR** 12 **GEND** M
PRESENT 175 **ABSENT** 3 **TARDY** 2 **CREDITS EARNED:** 4

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME POTTS, IAN MICHAEL **ID** 5003 **YEAR** 2004-2005 **GR** 11 **GEND** M
PRESENT 178 **ABSENT** 0 **TARDY** 0 **CREDITS EARNED:** 6.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CERAMICS	HAND					0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME POTTS, JORDAN DANIEL **ID** 4004 **YEAR** 2004-2005 **GR** 12 **GEND** M
PRESENT 178 **ABSENT** 0 **TARDY** 0 **CREDITS EARNED:** 4

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000

NAME SPRAT, JACK JOSEPH **ID** 5004 **YEAR** 2004-2005 **GR** 11 **GEND** M
PRESENT 174 **ABSENT** 4 **TARDY** 0 **CREDITS EARNED:** 6.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000

Report Layout – Permanent Record Label Format 22

NAME EYE, MAGNUM P.				ID 4001	YEAR 2004-2005
				GRD 12	GEND M

PRESENT	ABSENT	TARDY	CRED 4.5
174	4	1	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	A	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
SCULPTURE	HAND	F	F			0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME CONTRARY, MARY M.				ID 5001	YEAR 2004-2005
				GRD 11	GEND F

PRESENT	ABSENT	TARDY	CRED 6.5
174	4	0	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	F	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH II	HAND	A	A	A	A	0.000

NAME FONT, ELLA JANE				ID 4002	YEAR 2004-2005
				GRD 12	GEND F

PRESENT	ABSENT	TARDY	CRED 4
175	3	1	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME PERRY, MICHAEL JAY				ID 5002	YEAR 2004-2005
				GRD 11	GEND M

PRESENT	ABSENT	TARDY	CRED 6.5
178	0	0	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH II	HAND	A	A	A	A	0.000

NAME JOHNSON, GEORGE EVAN				ID 4003	YEAR 2004-2005
				GRD 12	GEND M

PRESENT	ABSENT	TARDY	CRED 4
175	3	2	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME POTTS, IAN MICHAEL				ID 5003	YEAR 2004-2005
				GRD 11	GEND M

PRESENT	ABSENT	TARDY	CRED 6.5
178	0	0	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CERAMICS	HAND					0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	A	A	0.000
SPANISH II	HAND	A	A	A	A	0.000

NAME POTTS, JORDAN DANIEL				ID 4004	YEAR 2004-2005
				GRD 12	GEND M

PRESENT	ABSENT	TARDY	CRED 4
178	0	0	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	A	B	A	0.000

NAME SPRAT, JACK JOSEPH				ID 5004	YEAR 2004-2005
				GRD 11	GEND M

PRESENT	ABSENT	TARDY	CRED 6.5
174	4	0	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH II	HAND	A	A	A	A	0.000

NAME WELLS, JOBETH				ID 4005	YEAR 2004-2005
				GRD 12	GEND F

PRESENT	ABSENT	TARDY	CRED 3.5
177	1	0	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
ANATOMY	BERR					0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	A	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	A	A	B	A	0.000

NAME WELLS, JONA RENEE				ID 5005	YEAR 2004-2005
				GRD 11	GEND F

PRESENT	ABSENT	TARDY	CRED 6.5
175	3	0	

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH II	HAND	A	B	A	A	0.000

Report Layout – Permanent Record Label Format 23

EYE, MAGNUM P. — ID 4001, YEAR 2004-2005, GRD 12, GEND M

PRESENT	ABSENT	TARDY
174	4	1

CREDITS EARNED: 4.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	A	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
SCULPTURE	HAND	F	F			0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

POTTS, JORDAN DANIEL — ID 4004, YEAR 2004-2005, GRD 12, GEND M

PRESENT	ABSENT	TARDY
178	0	0

CREDITS EARNED: 4

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	A	B	A	0.000

FONT, ELLA JANE — ID 4002, YEAR 2004-2005, GRD 12, GEND F

PRESENT	ABSENT	TARDY
175	3	1

CREDITS EARNED: 4

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

WELLS, JOBETH — ID 4005, YEAR 2004-2005, GRD 12, GEND F

PRESENT	ABSENT	TARDY
177	1	0

CREDITS EARNED: 3.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
ANATOMY	BERR					0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	A	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	A	A	B	A	0.000

JOHNSON, GEORGE EVAN — ID 4003, YEAR 2004-2005, GRD 12, GEND M

PRESENT	ABSENT	TARDY
175	3	2

CREDITS EARNED: 4

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

CONTRARY, MARY M. — ID 5001, YEAR 2004-2005, GRD 11, GEND F

PRESENT	ABSENT	TARDY
174	4	0

CREDITS EARNED: 6.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	F	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

Report Layout – Permanent Record Label Format 24
(84 is identical, but uses Numeric Marks)

NAME: EYE, MAGNUM P.
ID: 4001 **YEAR:** 2004-2005 **GR:** 12 **GEND:** M
PRESENT: 174 **ABSENT:** 4 **TARDY:** 1
CURRENT CREDITS: 4.5 **TOTAL CREDITS:** 21

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	A	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
SCULPTURE	HAND	F	F			0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME: CONTRARY, MARY M.
ID: 5001 **YEAR:** 2004-2005 **GR:** 11 **GEND:** F
PRESENT: 174 **ABSENT:** 4 **TARDY:** 0
CURRENT CREDITS: 8.5 **TOTAL CREDITS:** 19.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	F	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME: FONT, ELLA JANE
ID: 4002 **YEAR:** 2004-2005 **GR:** 12 **GEND:** F
PRESENT: 175 **ABSENT:** 3 **TARDY:** 1
CURRENT CREDITS: 4 **TOTAL CREDITS:** 21.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME: PERRY, MICHAEL JAY
ID: 5002 **YEAR:** 2004-2005 **GR:** 11 **GEND:** M
PRESENT: 178 **ABSENT:** 0 **TARDY:** 0
CURRENT CREDITS: 8.5 **TOTAL CREDITS:** 20.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	F	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME: JOHNSON, GEORGE EVAN
ID: 4003 **YEAR:** 2004-2005 **GR:** 12 **GEND:** M
PRESENT: 175 **ABSENT:** 3 **TARDY:** 2
CURRENT CREDITS: 4 **TOTAL CREDITS:** 23.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME: POTTS, IAN MICHAEL
ID: 5003 **YEAR:** 2004-2005 **GR:** 11 **GEND:** M
PRESENT: 178 **ABSENT:** 0 **TARDY:** 0
CURRENT CREDITS: 8.5 **TOTAL CREDITS:** 20.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CERAMICS	HAND					0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME: POTTS, JORDAN DANIEL
ID: 4004 **YEAR:** 2004-2005 **GR:** 12 **GEND:** M
PRESENT: 178 **ABSENT:** 0 **TARDY:** 0
CURRENT CREDITS: 4 **TOTAL CREDITS:** 23

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	A	B	A	0.000

NAME: SPRAT, JACK JOSEPH
ID: 5004 **YEAR:** 2004-2005 **GR:** 11 **GEND:** M
PRESENT: 174 **ABSENT:** 4 **TARDY:** 0
CURRENT CREDITS: 8.5 **TOTAL CREDITS:** 21

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	A	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME: WELLS, JOSETH
ID: 4005 **YEAR:** 2004-2005 **GR:** 12 **GEND:** F
PRESENT: 177 **ABSENT:** 1 **TARDY:** 0
CURRENT CREDITS: 3.5 **TOTAL CREDITS:** 22.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
ANATOMY	BERR					0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	A	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	A	A	B	A	0.000

NAME: WELLS, JONA RENEE
ID: 5005 **YEAR:** 2004-2005 **GR:** 11 **GEND:** F
PRESENT: 175 **ABSENT:** 3 **TARDY:** 0
CURRENT CREDITS: 8.5 **TOTAL CREDITS:** 17.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	B	A	A	0.000

Report Layout – Permanent Record Label Format 32
(82 is identical, but uses Numeric Marks)

NAME EYE, MAGNUM P. — **ID** 4001 — **YEAR** 2004-2005 — **GRD** 12 — **GEND** M

PRESENT	ABSENT	TARDY
174	4	1

CURRENT CREDITS: 4.5   TOTAL CREDITS: 21

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	A	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
SCULPTURE	HAND	F	F			0.000
TRIG	LAYM	A	A			0.000

NAME FONT, ELLA JANE — **ID** 4002 — **YEAR** 2004-2005 — **GRD** 12 — **GEND** F

PRESENT	ABSENT	TARDY
175	3	1

CURRENT CREDITS: 4   TOTAL CREDITS: 21.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME JOHNSON, GEORGE EVAN — **ID** 4003 — **YEAR** 2004-2005 — **GRD** 12 — **GEND** M

PRESENT	ABSENT	TARDY
175	3	2

CURRENT CREDITS: 4   TOTAL CREDITS: 23.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME POTTS, JORDAN DANIEL — **ID** 4004 — **YEAR** 2004-2005 — **GRD** 12 — **GEND** M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 4   TOTAL CREDITS: 23

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	A	B	A	0.000

NAME WELLS, JOBETH — **ID** 4005 — **YEAR** 2004-2005 — **GRD** 12 — **GEND** F

PRESENT	ABSENT	TARDY
177	1	0

CURRENT CREDITS: 3.5   TOTAL CREDITS: 22.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
ANATOMY	BERR					0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	A	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000

NAME CONTRARY, MARY M. — **ID** 5001 — **YEAR** 2004-2005 — **GRD** 11 — **GEND** F

PRESENT	ABSENT	TARDY
174	4	0

CURRENT CREDITS: 8.5   TOTAL CREDITS: 19.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	F	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME PERRY, MICHAEL JAY — **ID** 5002 — **YEAR** 2004-2005 — **GRD** 11 — **GEND** M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 8.5   TOTAL CREDITS: 20.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	F	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME POTTS, IAN MICHAEL — **ID** 5003 — **YEAR** 2004-2005 — **GRD** 11 — **GEND** M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 8.5   TOTAL CREDITS: 20.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CERAMICS	HAND					0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME SPRAT, JACK JOSEPH — **ID** 5004 — **YEAR** 2004-2005 — **GRD** 11 — **GEND** M

PRESENT	ABSENT	TARDY
174	4	0

CURRENT CREDITS: 8.5   TOTAL CREDITS: 21

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME WELLS, JONA RENEE — **ID** 5005 — **YEAR** 2004-2005 — **GRD** 11 — **GEND** F

PRESENT	ABSENT	TARDY
175	3	0

CURRENT CREDITS: 8.5   TOTAL CREDITS: 17.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	B	A	A	0.000

Report Layout – Permanent Record Label Format 33

EYE, MAGNUM P. — ID 4001 — YEAR 2004-2005 — GRD 12 — GEND M

PRESENT	ABSENT	TARDY
174	4	1

CURRENT CREDITS: 4.5
TOTAL CREDITS: 21

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	A	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
SCULPTURE	HAND	F	F			0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

POTTS, JORDAN DANIEL — ID 4004 — YEAR 2004-2005 — GRD 12 — GEND M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 4
TOTAL CREDITS: 23

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	A	B	A	0.000

FONT, ELLA JANE — ID 4002 — YEAR 2004-2005 — GRD 12 — GEND F

PRESENT	ABSENT	TARDY
175	3	1

CURRENT CREDITS: 4
TOTAL CREDITS: 21.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

WELLS, JOBETH — ID 4005 — YEAR 2004-2005 — GRD 12 — GEND F

PRESENT	ABSENT	TARDY
177	1	0

CURRENT CREDITS: 3.5
TOTAL CREDITS: 22.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
ANATOMY	BERR					0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	A	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	A	A	B	A	0.000

JOHNSON, GEORGE EVAN — ID 4003 — YEAR 2004-2005 — GRD 12 — GEND M

PRESENT	ABSENT	TARDY
175	3	2

CURRENT CREDITS: 4
TOTAL CREDITS: 23.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

CONTRARY, MARY M. — ID 5001 — YEAR 2004-2005 — GRD 11 — GEND F

PRESENT	ABSENT	TARDY
174	4	0

CURRENT CREDITS: 8.5
TOTAL CREDITS: 19.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D		F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	F	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

Report Layout – Permanent Record Label Format 34

NAME EYE, MAGNUM P.
ID 4001 | YEAR 2004-2005
GR 12 | GEND M

PRESENT	ABSENT	TARDY
174	4	1

CURRENT CREDITS: 4.5
TOTAL CREDITS: 21

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	A	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A		0.000
SCULPTURE	HAND	F	F			0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME CONTRARY, MARY M.
ID 5001 | YEAR 2004-2005
GR 11 | GEND F

PRESENT	ABSENT	TARDY
174	4	0

CURRENT CREDITS: 8.5
TOTAL CREDITS: 19.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	F	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME FONT, ELLA JANE
ID 4002 | YEAR 2004-2005
GR 12 | GEND F

PRESENT	ABSENT	TARDY
175	3	1

CURRENT CREDITS: 4
TOTAL CREDITS: 21.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME FERRY, MICHAEL JAY
ID 5002 | YEAR 2004-2005
GR 11 | GEND M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 8.5
TOTAL CREDITS: 20.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME JOHNSON, GEORGE EVAN
ID 4003 | YEAR 2004-2005
GR 12 | GEND M

PRESENT	ABSENT	TARDY
175	3	2

CURRENT CREDITS: 4
TOTAL CREDITS: 23.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME POTTS, IAN MICHAEL
ID 5003 | YEAR 2004-2005
GR 11 | GEND M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 8.5
TOTAL CREDITS: 20.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CERAMICS	HAND					0.000
CHEM I	WEBB	D	F		A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME POTTS, JORDAN DANIEL
ID 4004 | YEAR 2004-2005
GR 12 | GEND M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 4
TOTAL CREDITS: 23

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	A	B	A	0.000

NAME SPRAT, JACK JOSEPH
ID 5004 | YEAR 2004-2005
GR 11 | GEND M

PRESENT	ABSENT	TARDY
174	4	0

CURRENT CREDITS: 8.5
TOTAL CREDITS: 21

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

NAME WELLS, JOBETH
ID 4005 | YEAR 2004-2005
GR 12 | GEND F

PRESENT	ABSENT	TARDY
177	1	0

CURRENT CREDITS: 3.5
TOTAL CREDITS: 22.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
AN GEOM	LAYM			B	A	0.000
ANATOMY	BERR					0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	A	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	A	A	B	A	0.000

NAME WELLS, JONA RENEE
ID 5005 | YEAR 2004-2005
GR 11 | GEND F

PRESENT	ABSENT	TARDY
175	3	0

CURRENT CREDITS: 8.5
TOTAL CREDITS: 17.5

COURSE NAME	TEAC	GP Qtr	GP Qtr	GP Qtr	GP Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	B	A	A	0.000

Report Layout – Permanent Record Label Format 42

EYE, MAGNUM P. — ID 4001 — YEAR 2004-2005 — GRD 12 — GEND M

PRESENT	ABSENT	TARDY
174	4	1

CURRENT CREDITS: 4.5 — TOTAL CREDITS: 21

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	A	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
SCULPTURE	HAND	F	F			0.000
TRIG	LAYM	A	A			0.000

FONT, ELLA JANE — ID 4002 — YEAR 2004-2005 — GRD 12 — GEND F

PRESENT	ABSENT	TARDY
175	3	1

CURRENT CREDITS: 4 — TOTAL CREDITS: 21.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	A	A	0.000

JOHNSON, GEORGE EVAN — ID 4003 — YEAR 2004-2005 — GRD 12 — GEND M

PRESENT	ABSENT	TARDY
175	3	2

CURRENT CREDITS: 4 — TOTAL CREDITS: 23.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	A	B	A	0.000

POTTS, JORDAN DANIEL — ID 4004 — YEAR 2004-2005 — GRD 12 — GEND M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 4 — TOTAL CREDITS: 23

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	A	B	A	0.000

WELLS, JOBETH — ID 4005 — YEAR 2004-2005 — GRD 12 — GEND F

PRESENT	ABSENT	TARDY
177	1	0

CURRENT CREDITS: 3.5 — TOTAL CREDITS: 22.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
ANATOMY	BERR					0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	A	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000

CONTRARY, MARY M. — ID 5001 — YEAR 2004-2005 — GRD 11 — GEND F

PRESENT	ABSENT	TARDY
174	4	0

CURRENT CREDITS: 6.5 — TOTAL CREDITS: 19.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	F	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

PERRY, MICHAEL JAY — ID 5002 — YEAR 2004-2005 — GRD 11 — GEND M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 6.5 — TOTAL CREDITS: 20.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	F	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

POTTS, IAN MICHAEL — ID 5003 — YEAR 2004-2005 — GRD 11 — GEND M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 6.5 — TOTAL CREDITS: 20.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CERAMICS	HAND					0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

SPRAT, JACK JOSEPH — ID 5004 — YEAR 2004-2005 — GRD 11 — GEND M

PRESENT	ABSENT	TARDY
174	4	0

CURRENT CREDITS: 6.5 — TOTAL CREDITS: 21

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	A	A	A	0.000

WELLS, JONA RENEE — ID 5005 — YEAR 2004-2005 — GRD 11 — GEND F

PRESENT	ABSENT	TARDY
175	3	0

CURRENT CREDITS: 6.5 — TOTAL CREDITS: 17.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	F	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	A	A	A	A	0.000
LATIN III	COUS	F	A	F	A	0.000
SPANISH III	HAND	A	B	A	A	0.000

Report Layout – Permanent Record Label Format 43
(83 is identical, but uses Numeric Marks)

NAME EYE, MAGNUM P.   **ID** 4001   **YEAR** 2004-2005   **GRD** 12   **GEND** M

PRESENT	ABSENT	TARDY
174	4	1

CURRENT CREDITS: 4.5
TOTAL CREDITS: 21

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	A	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
SCULPTURE	HAND	F	F			0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME POTTS, JORDAN DANIEL   **ID** 4004   **YEAR** 2004-2005   **GRD** 12   **GEND** M

PRESENT	ABSENT	TARDY
178	0	0

CURRENT CREDITS: 4
TOTAL CREDITS: 23

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	A	B	A	0.000

NAME FONT, ELLA JANE   **ID** 4002   **YEAR** 2004-2005   **GRD** 12   **GEND** F

PRESENT	ABSENT	TARDY
175	3	1

CURRENT CREDITS: 4
TOTAL CREDITS: 21.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	A	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME WELLS, JOBETH   **ID** 4005   **YEAR** 2004-2005   **GRD** 12   **GEND** F

PRESENT	ABSENT	TARDY
177	1	0

CURRENT CREDITS: 3.5
TOTAL CREDITS: 22.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
ANATOMY	BERR					0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	B	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	A	A	B	A	0.000

NAME JOHNSON, GEORGE EVAN   **ID** 4003   **YEAR** 2004-2005   **GRD** 12   **GEND** M

PRESENT	ABSENT	TARDY
175	3	2

CURRENT CREDITS: 4
TOTAL CREDITS: 23.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
AN GEOM	LAYM			B	A	0.000
BAS ENGLISH 12	COUS	B	B	A	A	0.000
GERMAN IV	LAYM	C	C	A	A	0.000
LATIN IV	COUS	A	A	B	A	0.000
PAINTING	HAND			C	A	0.000
PHYSICS	BERR	B	B	A	A	0.000
TRIG	LAYM	A	A			0.000
WLD HIS GEN	CLAR	B	B	B	A	0.000

NAME CONTRARY, MARY M.   **ID** 5001   **YEAR** 2004-2005   **GRD** 11   **GEND** F

PRESENT	ABSENT	TARDY
174	4	0

CURRENT CREDITS: 8.5
TOTAL CREDITS: 19.5

COURSE NAME	TEAC	GP 1 Qtr	GP 2 Qtr	GP 3 Qtr	GP 4 Qtr	CRED
ALGEBRA II	LAYM	F	F	F	A	0.000
BAS ENGLISH 11	COUS	D	D	D	A	0.000
CHEM I	WEBB	D	F	F	A	0.000
DRAWING	HAND			C	A	0.000
FRENCH III	BERR	F	A	F	A	0.000
LATIN III	COUS	F	F	F	A	0.000
SPANISH II	HAND	A	A	A	A	0.000

Report Layout – Permanent Record Label Format 44

NAME Student11176, DEBRA
ID 8667   **YEAR** 2007-2008
GR 12   **GEND** F
HOME Findlay City SD

PRESENT	ABSENT	TARDY
0	0	0

CURRENT CREDITS: 0
TOTAL CREDITS: 0

COURSE NAME	TEAC	Sem1 Avg	CRED
INT ENG IV		C+	0.000
INT MATH III		C+	0.000
MET 2 LAB		B	0.000
OGT/EMPLOY		B-	0.000
PHYSICS		I	0.000

Report Layout – Permanent Record Label Format 62

| NAME | Student11176, DEBRA | | HM SC | Findlay City SD | ID | 8667 | YEAR | 2007-2008 |
| | | | | | GR | 12 | GEND | F |

PRESENT	ABSENT	TARDY
0	0	0

| CURRENT CREDITS: | 0 | | TOTAL CREDITS: | 0 |

COURSE NAME	TEAC	Sem1 Avg	CRED
INT ENG IV		C+	0.000
INT MATH III		C+	0.000
MET 2 LAB		B	0.000
OGT/EMPLOY		B-	0.000
PHYSICS		I	0.000

Report Layout – Permanent Record Label Format 63

NAME	Student11176, DEBRA		ID	8667	YEAR	2007-2008
			GRD	12	GEND	F
			HOME	Findlay City SD		

PRESENT	ABSENT	TARDY
0	0	0

CURRENT CREDITS:	0
TOTAL CREDITS:	0

COURSE NAME	TEAC	Sem1 Avg	CRED
INT ENG IV		C+	0.000
INT MATH III		C+	0.000
MET 2 LAB		B	0.000
OGT/EMPLOY		B-	0.000
PHYSICS		I	0.000

Report Layout – Permanent Record Label Format 64

Publish Report Cards to ParentAccess

Navigation: StudentInformation – SIS – Marks – Marks Reports – Report Card Formatter (R700) – Load Settings Tab

When you finalize report cards, you can schedule an electronic copy to be saved in the system and published to ParentAccess for parents and students to view.

> *Note: Publication of report cards to ParentAccess depends on a JAMS job scheduled by your technology center. If you encounter any issues with report card publication, please contact the technology center to troubleshoot the issue.*

1. Optional: If you do not want report cards to display in ParentAccess for students with unpaid fees, on the **District Options** screen, ensure the **Disable Report Cards on ParentAccess Portal for Students with Unpaid Fees** option is selected.

2. On the **Report Card Formatter (R700)** screen **Load Settings** tab, in the row of the report card you want to schedule for publishing, click ✎ .

3. On the add/edit version of the screen, ensure the **Name** field displays the name of the report card as you want it to display in ParentAccess. (For example, you may not want a name like "2nd run," "3rd run," etc.)

4. Select the **Schedule Report Card** check box.

5. Select the **Term** for which you want to publish the report card.

6. Optional: If the date that defaults in the **Archive Date** field is not the date you want the report card to be viewable by parents and students, enter or select a different date on which to publish the report card to ParentAccess.

   *Note: After a report card is achived, you edit its name or delete it on the **View Archived Report Cards** screen.*

7. Click **Save**.

The report card now shows a status of **Pending**.

8. Optional: To run all scheduled report card jobs without waiting for the next scheduled JAMS job to run:

   a. In the row of any report card, click ✐ .

   b. Click **Run Ready Jobs**.

The first time the scheduled JAMS job runs on or after the selected **Archive Date** (which could be immediately if you selected to **Run Ready Jobs** and the **Archive Date** has been reached), the status of any **Pending** report cards changes to **Active** and then to **Complete**. At that point, parents and students can view the report cards in ParentAccess.

The job also displays a description of "Report Cards Published to ParentAccess" on the **Batch/Report Management** window.

Student Information	Batch/Report Management				11/22/2017 12:46:22 PM

Display: All ▾ [Refresh Display]

Job Type	Job Name	Job Description	Job Status	School Name	Date Added ▾
Report	Honor Roll (R303)		Active	ASHLAND HIGH SCHOOL	11/22/2017 12:46:20 PM
Report	Report Card Formatter (R700)	Report Cards Published to ParentAccess	Complete	ASHLAND HIGH SCHOOL	11/22/2017 12:43:22 PM

[Close] [Clear All Items] [Clear Selected Items] [Refresh Display]

*Note: To rerun a report card job after correcting an error (or even after the job is complete), on the add/edit version of the **Load Settings** tab, click **Rerun**.*

StudentInformation > SIS > Marks > Marks Reports > Report Card Formatter (R700)

Report Card Formatter (R700)

From this screen, you can select parameters to generate a report.

Selection Criteria	Selection Summary	Load Settings

Creator	Date Created	Scheduled By	Date Scheduled	Status	
	Nov 22, 2017		Nov 22, 2017	⚠	Rerun

View Archived Report Cards

On the **View Archived Report Cards** screen, you can view archived R700 report cards that were published to ParentAccess, edit the name of an archived report card, or delete an archived report card.

To locate a specific report card, in the **Filter by name…** text box in the top right, enter the name of the report card and click .

The results display.

Edit Archived Report Card Name

If you need to correct the name of a report card, you can change it on the **View Archived Report Cards** screen. Once you save, the name change is automatically reflected in ParentAccess.
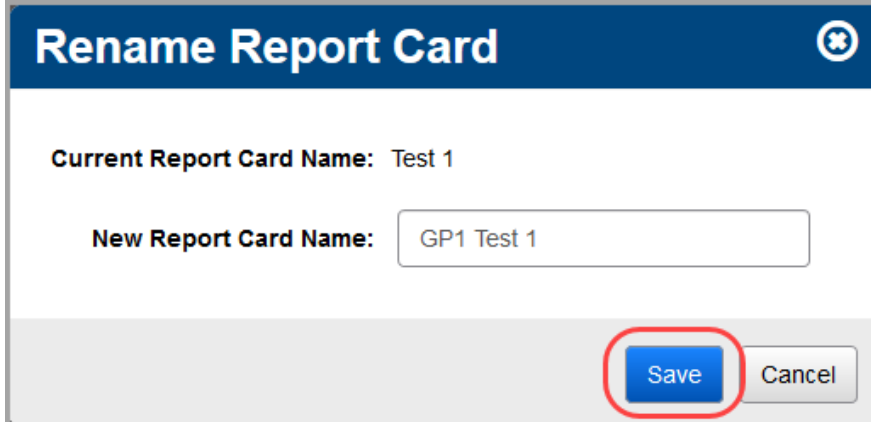
Note: You can only edit the name of an archived report card if you do not have a student in context.

1. Click ✏ to edit the name of an archived report card.

The **Rename Report Card** window opens.

2. Enter the **New Report Card Name** and click **Save**.

Note: If the name you are trying to save is already the name of another report card (not case sensitive), you cannot save the name change. You can change the name of the original report card with the name you wish to use, or you can delete it (see "Delete Archived Report Card").

The new report card name displays.

Delete Archived Report Card

If needed, you can delete an archived report card, such as to allow a newer report card to take on its name or if it was incorrect and should not be accessible.

1. Click 🗑 to delete an archived report card.

A delete confirmation window opens.
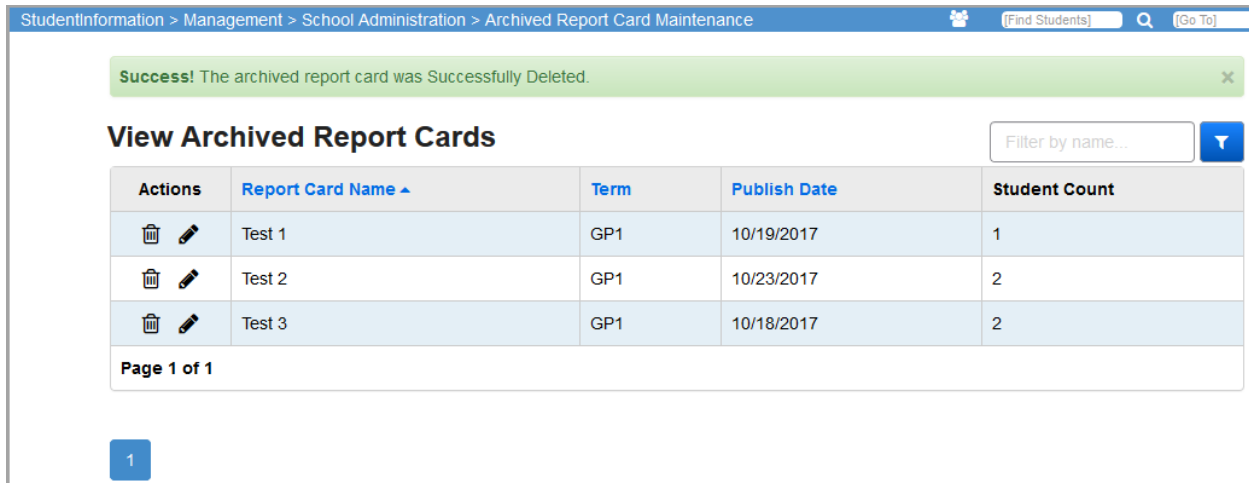
2. Click **Yes** if you are sure you want to delete this report card.

    Note: *If you delete the wrong report card, you can re-run the report card formatter.*

    You return to the **View Archived Report Cards** screen and the deleted report card no longer displays.

StudentInformation > Management > School Administration > Archived Report Card Maintenance   [Find Students] 🔍 [Go To]

Success! The archived report card was Successfully Deleted. ✕

View Archived Report Cards

Filter by name...

Actions	Report Card Name ▲	Term	Publish Date	Student Count
🗑 ✏	Test 1	GP1	10/19/2017	1
🗑 ✏	Test 2	GP1	10/23/2017	2
🗑 ✏	Test 3	GP1	10/18/2017	2
Page 1 of 1				

1

Appendix A. R700 Format Examples

Report Of Student Progress

TO THE PARENTS
This is the school's official report card. If a conference is desired please contact the school. (419)555-5555

ATTENDANCE

	PRESENT	ABSENT	TARDY
Qtr1	44	0	0
Qtr2	43	1	0
TOT:	87	1	0

GRADING SCALE
A=90-100 B=80-89 C=70-79 D=60-69 F= 59-0

BIRTH DATE	GENDER	GRADE	HOMEROOM
08/29/1992	F	12	IN20

1st Semester Credits Earned	2.750
2nd Semester Credits Earned	2.750
Current Year Credits Earned	2.750

Quarter 2   2010

SUBJECT		COMMENTS	Qtr1		Qtr2		CREDIT
CODE	NAME / TEACHER		Qtr	Absent	Qtr	Absent	
212 4 Per 4	AMERICAN GOVERNMENT D BRAD Teacher1244		C+	1	B+	2	
168 6 Per 6	CHORALE MR. T. Teacher1224		A		A		
125 5 Per 5	ENGLISH IV (COLLEGE) DENISE Teacher1218		C		B		
931 3 Per 3	ONU ALGEBRA/TRIGONOMETRY ANN Teacher1233		C		B		
186 98 Per 8, 9	PHYSICS ANN Teacher1331		A		A		
202 1 Per 1	STREET LAW TROY Teacher1252		B				

DASL HIGH SCHOOL
630 GLENDALE AVENUE
LIMA, OH 45804
PHONE: (419)555-5555
FAX:

To the Parents of:
Student58519, ERICA
645 S Main St

Lima, OH   45804-1241

Fixed N2

DASL HIGH SCHOOL   2010   2/22/2011

Report
Card

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20

Mr. William Hanna
Principal

(419)555-5555

COURSE	SEC	COURSE NAME	TEACHER	Qtr1 Qtr	Qtr2 Qtr	ATT CRED	EARN CRED
202	1	STREET LAW	Teacher1252	B		0.000	0.000
931	3	ONU ALGEBRA/TRIGONOMET	Teacher1233	C	B	0.000	0.000
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	B+	0.000	0.000
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	B	0.000	0.000
168	6	CHORALE	Teacher1224	A	A	0.000	0.000
186	98	PHYSICS	Teacher1331	A	A	0.000	0.000

Attendance

Qtr1			Qtr2			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
44	0	0	43	1	0	87	1	0

GPA

GPA SET NAME	GPA
2nd Qtr	3.400

Credits

YEAR	CREDIT EARNED
2010	0.000
Total:	0.000

Honor Message

GPA SET NAME	HONOR MESSAGE
2nd Qtr	Congratulations! You have made the 3.0 Honor R

ERICA Student58519
645 S Main St

Lima, OH   45804-1241

This is the school's official report card. If a
conference is desired please contact the school.

Fixed N4

DASL HIGH SCHOOL   2010   2/22/2011

Report
Card

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20

Mr. William Hanna
Principal
(419)555-5555

COURSE	SEC	COURSE NAME	TEACHER	Qtr1 Qtr	1Int Int	Qtr2 Qtr	2Int Int	1Ex Exam	1Avg Avg
202	1	STREET LAW	Teacher1252	B	B		A		
931	3	ONU ALGEBRA/TRIGONOMET	Teacher1233	C	C	B	A	C	C
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	A-	B+	A-	B+	B
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	C	B	B	B	B
168	6	CHORALE	Teacher1224	A	A	A	A		A
186	98	PHYSICS	Teacher1331	A	A	A	B	A	A

Attendance

	Qtr1			Qtr2			Qtr3			Qtr4			Total		
	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
	44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

GPA

GPA SET NAME	GPA
2nd Qtr	3.400

Honor Message

GPA SET NAME	HONOR MESSAGE
2nd Qtr	Congratulations! You have made the 3.0 Honor Roll

ERICA Student58519
645 S Main St

Lima, OH   45804-1241

This is the school's official report card. If a
conference is desired please contact the school.

Fixed SP1

Report Card

DASL HIGH SCHOOL
630 GLENDALE AVENUE
LIMA, OH 45804

Phone: (419)555-5555   Fax: (419)555-1111

To The Parent/Guardian(s) of:		
ERICA Student58519		
645 S Main St		
Lima OH 45804-1241		

Student Id	Grade	Homeroom
11802	12	IN20

School Year	2010
Marking Period	Qtr2
Run Date	2/22/2011

Message
This is the school's official report card. If a conference is desired please contact the school.

Grading Scale
A=90-100
B=80-89
C=70-79
D=60-69
F= 59-0

Period	Course Code	Sec	Course Name	Attm Cred	Qtr1 Qtr	1Int Int	Qtr2 Qtr	2Int Int	Earn Cred
1	202	1	STREET LAW	0.000	B	B		A	0.000
Teacher1252									
3	931	3	ONU ALGEBRA/TRIGONOMETRY	0.000	C	C	B	A	0.000
Teacher1233									
4	212	4	AMERICAN GOVERNMENT	0.000	C+	A-	B+	A-	0.000
Teacher1244									
5	125	5	ENGLISH IV (COLLEGE)	0.000	C	C	B	B	0.000
Teacher1218									
6	168	6	CHORALE	0.000	A	A	A	A	0.000
Teacher1224									
8, 9	186	98	PHYSICS	0.000	A	A	A	B	0.000
Teacher1331									

Attendance

Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

GPA And Credits

GPA Set	GPA
2.000	3.400
1.000	2.833

Total Credits Earned: 0

Outstanding Fees: $0.00

Fixed SW1

DASL HIGH SCHOOL   2010   2/22/2011

Report Card

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20

Mr. William Banna

(419)555-5555

COURSE	SEC	COURSE NAME	TEACHER	Qtr1 Qtr	1Int Int	Qtr2 Qtr	2Int Int	CRED
168	6	CHORALE	MR. T. Teacher1224	A	A	A	A	
125	5	ENGLISH IV (COLLEGE)	DENISE Teacher1218	C	C	B	B	
931	3	ONU ALGEBRA/TRIGONOMETR	ANN Teacher1233	C	C	B	A	
202	1	STREET LAW	TROY Teacher1252	B	B		A	
186	98	PHYSICS	ANN Teacher1331	A	A	A	B	
212	4	AMERICAN GOVERNMENT	D BRAD Teacher1244	C+	A-	B+	A-	

GPA And Credits

GPA SET NAME	GPA	CREDITS EARNED
1st Qtr	2.833	6.000
2nd Qtr	3.400	5.000

Total Year Credits

Credits Earned
0.00

Attendance

Reporting Term	Present	Absent	Tardy
Qtr1	44	0	0
Qtr2	43	1	0
Qtr3	25	0	0
Qtr4	0	0	0
Attendance Totals:	112	1	0

Student58519, ERICA
645 S Main St

Lima, OH   45804-1241

This is the school's official report card. If a conference is desired please contact the school.

Fixed L1

GRADE REPORT

DASL HIGH SCHOOL
630 GLENDALE AVENUE
LIMA, OH   45804

Student Number	Student Name	H.R.	Grade	School Year
11802	Student58519, ERICA	IN20	12	2010

PERIOD	COURSE NAME	TEACHER	LEVEL	Qtr1 — Qtr	Times Absent	Times Tardy	Int	1Int — Times Absent	Times Tardy	Qtr2 — Qtr	Times Absent	Times Tardy	Int	2Int — Times Absent	Times Tardy	Times Absent Total	Times Tardy Total
1	STREET LAW	Teacher1252		B	0	0	B	0	0	B	0	0	B	0	0	0	0
3	ONU ALGEBRA/TRIGONOMETRY	Teacher1233		C	0	0	C	0	0	B	0	0	A	0	0	0	0
4	AMERICAN GOVERNMENT	Teacher1244		C+	1	2	A-	0	0	B+	2	3	A-	0	0	3	5
5	ENGLISH IV (COLLEGE)	Teacher1218		C	0	0	C	0	0	B	0	0	B	0	0	0	0
6	CHORALE	Teacher1224		A	0	0	A	0	0	A	0	0	A	0	0	0	0
8, 9	PHYSICS	Teacher1331		A	0	0	A	0	0	A	0	0	B	0	0	0	0

Explanation of Marks

Achievement
A - Superior
B - Above Average
C - Average
D - Below Average
F - Failure

P - Passed in a Pass-Fail Course
X - Passed on Effort
- Medical Excuse
IN - Incomplete
CO - Condition*

Effort
E - Excellent
S - Satisfactory
U - Unsatisfactory

* The parent should have had advance notice of these situations

This is the school's official report card. If a conference is desired please contact the school.

DASL HIGH SCHOOL
630 GLENDALE AVENUE
LIMA, OH   45804

ERICA Student58519
Student58519, ERICA
645 S Main St

Lima, OH   45804-1241

GRADE REPORT

GRADE REPORT

2/22/2011

DASL HIGH SCHOOL

ERICA Student58519
845 S Main St

Lima, OH   45804-1241

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20
GENDER	F
BIRTHDATE	08/28/1992
NEXT GRADE	GR

COURSE	SEC	COURSE NAME	TEACHER	Qtr1 Qtr	1Int Int	Qtr2 Qtr	2Int Int	CRED
168	6	CHORALE	Teacher1224	A	A	A	A	0.500
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	C	B	B	0.500
931	3	ONU ALGEBRA/TRIGONOMETRY	Teacher1233	C	C	B	B	0.500
202	1	STREET LAW	Teacher1252	B	B		A	0.250
186	88	PHYSICS	Teacher1331	A	A	A	B	0.500
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	A-	B+	A-	0.500

GPA And Credits

GPA SET NAME	GPA	CREDITS EARNED
1st Qtr	2.830	6.000
2nd Qtr	3.400	5.000

Honor Message

GPA SET NAME	HONOR MESSAGE
2nd Qtr	Congratulations! You have made the 3.0 Honor Roll

Attendance

	Qtr1				Qtr2				Qtr3				Qtr4				Total			
	Prese nt	Absen tA	Absen tU	Tardy	Prese nt	Absen tA	Absen tU	Tardy	Prese nt	Absen tA	Absen tU	Tardy	Prese nt	Absen tA	Absen tU	Tardy	Present	AbsentA	AbsentU	Tardy
	44	0	0	44	0	0	0	25	0	0	0	0	0	0	0	112	0	0	0

Graduation Eligibility

GRADUATION ELIGIBILITY RULE NAME	GRADUATION ELIGIBILITY RULE RESULT
GRAD REQ 2008	Student has not met the requirements for graduation

Fixed L2

INTERIM PROGRESS REPORT

10/7/2011

Student Name	Student Number
GIANT, RUTH	15594

Grade Level	Homeroom
09	

OTTAWA   HIGH SCHOOL
630 GLENDALE AVENUE
OTTAWA, OH 45875

Dear Parent/Guardian:

The following teachers are taking this opportunity to comment on your child's academic progress. THIS IS NOT A GRADE REPORT. If you have questions or wish additional information from a teacher, please call (419)523-■■■ to arrange an appointment.

Course	Description	Teacher	Currently Receiving	Comments		
011	ART I	DENE MILLER	A	Excellent work.	1	111
180	PEC SCIENCE	BRIAN HEEB	B-		2	112
074	SPORTS/GAMES	STAN MYERS	B		3	114
170	FRESHMAN CHOIR	MR. T. ELLEF	A		5	116
205	WORLD STUDIES	KIM BIRNE	C		6	119
140	ALGEBRA I	THO WILL	D		8	129
120	ENGLISH I	DENI MAN	A-		0	130

Picture Day October 15th

OTTAWA   HIGH SCHOOL
630 GLENDALE AVENUE
OTTAWA, OH 45875

To the Parent/Guardian of:
GIANT, RUTH
30 CROSS STREET
COLUMBUS   OH   45830

GRADE REPORT   Quarter 2   1/14/2011

DEBOW HIGH SCHOOL
PHILIP KARHOFFER
845 S Main St
Lima, OH
(555)555-5555   45804-1241

STUDENT NAME	KARHOFFER, PHILIP
STUDENT NUMBER	11053
GRADE	12
HOMEROOM CODE	H4
GENDER	M
COUNSELOR NAME	DENNIS Teacher2044
HOMEROOM LOC CODE	004
STUDENT STATUS NAME	ACTIVE RES

This is the school's official report card. If a conference is desired please contact the school.

COURSE	SEC	COURSE NAME	TEACHER	Qtr1 Qtr Alpha	Numer	Equiv	Comment	1Int Alpha	Numer	Equiv	Comment	2Int Alpha	Numer	Equiv	Comment	CRSE CRED FULL	CRED EARN FULL	CRED EARN PRO	CRED ATT FULL	CRED ATT PRO
1057	1	AP CALCULUS	DENNIS Teacher2098		98.0	A+			92.0	A-			94.0	A		1.00	1.00	1.000	1.000	1.000
1100	1	BAND	JOHN Teacher2172		100.0	A+			100.0	A+			100.0	A+		1.00	1.00	1.000	1.000	1.000
860	1	AP ENGLISH	Katherine Teacher1923		96.5	A+			99.2	A+			107.3	A+		1.00	1.00	1.000	1.000	1.000
1350	3	AP PSYCHOLOGY	KIM Teacher2023		96.5	A			96.2	A			97.3	A+		1.00	1.00	1.000	1.000	1.000
635	1	LATIN IV	QUINN Teacher1891		99.2	A+			95.2	A			87.4	B+		1.00	1.00	1.000	1.000	1.000
1224	1	PHYSICS I	SHELBY Teacher2098		99.2	A+			98.4	A+			90.9	A-		1.00	1.00	1.000	1.000	1.000

Total Credits

SCHOOL YEAR	SCHOOL NAME	CRSE CRED FULL	CRED EARN FULL	CRED EARN PRO
2010	DEBOW HIGH SCHOOL	6.000	6.000	6.000
	Credits Total:	6.00	6.00	6.00

Attendance

Reporting Term	Present	Absent	Tardy
Qtr1	42.0	0.0	0.0
Qtr2	39.0	1.0	0.0
Qtr3	22.0	1.0	0.0
Qtr4	0.0	0.0	0.0
Attendance Totals:	103.0	2.0	0.0

Fixed N3

Report Card

DASL HIGH SCHOOL

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20
GENDER	F

2010

ERICA Student58519
845 S Main St
Lima, OH   45804-1241

COURSE	SEC	COURSE NAME	TEACHER	Qtr1 Qtr	1Int Int	Qtr2 Qtr	2Int Int	TOTAL CRED	COMMENT
202	1	STREET LAW	Teacher1252	B	B	B	A	0.000	
931	3	ONU ALGEBRA/TRIGONOMETRY	Teacher1233	C	C	A	A	0.000	
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	A-	B+	A-	0.000	
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	C	B	B	0.000	
168	6	CHORALE	Teacher1224	A	A	A	A	0.000	
186	88	PHYSICS	Teacher1331	A	A	A	B	0.000	

Attendance

Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

This is the school's official report card. If a conference is desired please contact the school.

GPA

GPA SET NAME	GPA
1st Qtr	2.833
2nd Qtr	3.400

Total Year Credits CRED ATTEMPT
0.000

DEBOW HIGH SCHOOL
101 E. NORTH ST.
ELIDA, OH 45807
(419)331-4115

Superintendent
Sarah Bur
Principal

STUDENT NAME	BIRTHDATE	GENDER	GRADE	SCHOOL YEAR	STUDENT ID	HOMEROOM
KARHOFFER, PHILIP	08/05/1992	M	12	2010	11053	H4

All Year Course

COURSE	SEC	COURSE NAME	TEACHER	Qtr1 Qtr Alpha	%	1Int Int Alpha	%	2Int Int Alpha	%	COMMENTS	CRED EARN FULL
1057	1	AP CALCULUS	Teacher2096	A+	98.00	A-	92.00	A	94.00		1.00
1100	1	BAND	Teacher2172	A+	100.00	A+	100.00	A+	100.00		1.00
1224	1	PHYSICS I	Teacher2086	A+	99.20	A+	98.38	A-	90.86		1.00
1350	3	AP PSYCHOLOGY	Teacher2023	A	96.47	A	96.22	A+	97.29		1.00
635	1	LATIN IV	Teacher1891	A+	99.18	A	95.17	B+	87.40		1.00
950	1	AP ENGLISH	Teacher1923	A+	96.52	A+	99.23	A+	107.27		1.00

Attendance

	Quarter 1			Quarter 2			Quarter 3			Quarter 4			Total Attendance		
	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
	42	0	0	39	0	1	22	1	0	0	0	0	103	2	0

This is the school's official report card. If a conference is desired please contact the school.

A=90-100
B=80-89
C=70-79
D=60-69
F=59-0

PHILIP KARHOFFER
645 S Main St
Lima, OH   45804-1241

Fixed SW3

Report Cards

ELIDA HIGH SCHOOL
101 E. NORTH ST.
ELIDA, OH 45807
(419)331-4115

10/7/2011

To the Parents/Guardian of:
Student106945, SEQUOIA
645 S Main St

Lima, OH   45804-1241

This letter is to inform you of your son's/daughter's level of performance in the following specified class(es).
We recognize the importance of making you aware of your student's progress and hope that if there is a need for improvement, it will occur by the time report cards are issued.
If you wish to discuss your child's progress with a particular teacher or the counselor, please call the school office to make an appointment.

COURSE	SEC	COURSE NAME	Qtr4 Qtr	COMMENTS
910	6	ENGLISH 9	58.29 F+	
Katherine Teacher1979				
1000	3	PRE-ALGEBRA	71.13 C-	
DAN Teacher2185				
712	3	GIRLS PHYSICAL EDUCATION	100. A+	
NICOLE Teacher2181			00	
1217	3	PHYSICAL SCIENCE	68.60 D+	
LORALYNN Teacher2213				
200	6	ART FUNDAMENTALS	79.08 C+	
MARTHA Teacher2102				
1310	4	WORLD STUDIES 9	73.52 C	Fine student.
STEVE Teacher2109				

Attendance				Total		
	Present	Qtr4 Absent	Tardy	Present	Absent	Tardy
	41	3	0	41	3	0

Report Card

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20
GENDER	F

DASL HIGH SCHOOL
ERICA Student58519
645 S Main St
Lima, OH   45804-1241

2010

COURSE	SEC	COURSE NAME	Qtr1 Qtr	1Int Int	Qtr2 Qtr	2Int Int	CRED	COMMENTS
212 Teacher1244	4	AMERICAN GOVERNMENT	C+	A-	B+	A-	0.500	
168 Teacher1224	6	CHORALE	A	A	A	A	0.500	
125 Teacher1218	5	ENGLISH IV (COLLEGE)	C	C	B	B	0.500	
931 Teacher1233	3	ONU ALGEBRA/TRIGONOMETRY	C	C	B	A	0.500	
186 Teacher1331	98	PHYSICS	A	A	A	B	0.500	
202 Teacher1252	1	STREET LAW	B	B	A		0.250	

This is the school's official report card. If a conference is desired please contact the school.

GPA And Credits

GPA SET NAME	GPA	CREDITS EARNED
1st Qtr	2.833	6.000
2nd Qtr	3.400	5.000

Total Credits

CREDITS EARNED
2.750

Attendance

	Qtr1			Qtr2			Qtr3			Qtr4			Total		
	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
	44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

Honor Message

GPA SET NAME	HONOR MESSAGE
2nd Qtr	Congratulations! You have made the 3.0 Honor Roll

Graduation Eligibility

GRADUATION ELIGIBILITY RULE NAME	GRADUATION ELIGIBILITY RULE RESULT
GRAD REQ 2008	Student has not met the requirements for graduation

Format02

Report Card

DEBOW HIGH SCHOOL
PHILIP KARHOFFER
645 S Main St
Lima, OH

2010

45804-1241

STUDENT NAME	KARHOFFER, PHILIP
STUDENT NUMBER	11053
GRADE	12
HOMEROOM	H4
GENDER	M

COURSE	SEC	COURSE NAME	Qtr1 Qtr	1Int Int	2Int Int	CRED	COMMENTS
1057	1	AP CALCULUS	98.00	92.00	94.00	1.000	
Teacher2096							
950	1	AP ENGLISH	96.52	99.23	107.27	1.000	
Teacher1923							
1350	3	AP PSYCHOLOGY	96.47	96.22	97.29	1.000	
Teacher2023							
1100	1	BAND	100.00	100.00	100.00	1.000	
Teacher2172							
635	1	LATIN IV	99.18	95.17	87.40	1.000	
Teacher1891							
1224	1	PHYSICS I	99.20	98.38	80.86	1.000	
Teacher2096							

This is the school's official report card. If a conference is desired please contact the school.

GPA And Credits

GPA SET NAME	GPA	CREDITS EARNED
1st qtr	4.000	6.000

Total Credits

CREDITS EARNED
6.000

Attendance

	Qtr1			Qtr2			Qtr3			Qtr4			Total		
	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
	42	0	0	39	1	0	22	1	0	0	0	0	103	2	0

Honor Message

GPA SET NAME	HONOR MESSAGE
1st qtr	Congrats you made the all A honor roll

Graduation Eligibility

GRADUATION ELIGIBILITY RULE NAME	GRADUATION ELIGIBILITY RULE RESULT
Seniors in Progress 2007 and Beyond	

Format03

DEBOW HIGH SCHOOL

Report
Card

PHILIP KARHOFFER
645 S Main St

Lima, OH   45804-1241

2010

STUDENT NAME	KARHOFFER, PHILIP
STUDENT NUMBER	11053
GRADE	12
HOMEROOM	H4
GENDER	M

COURSE	SEC	COURSE NAME	Qtr1 Qtr		1Int Int		2Int Int		CRED
			Alpha	%	Alpha	%	Alpha	%	
1057	1	AP CALCULUS	A+	98.00	A-	92.00	A	94.00	1.000
Teacher2096									
950	1	AP ENGLISH	A+	96.52	A+	99.23	A+	107.27	1.000
Teacher1923									
1350	3	AP PSYCHOLOGY	A	96.47	A	96.22	A+	97.29	1.000
Teacher2023									
1100	1	BAND	A+	100.00	A+	100.00	A+	100.00	1.000
Teacher2172									
635	1	LATIN IV	A+	99.18	A	95.17	B+	87.40	1.000
Teacher1891									
1224	1	PHYSICS I	A+	99.20	A+	98.38	A-	90.86	1.000
Teacher2086									

Attendance														
Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
42	0	0	39	1	0	22	1	0	0	0	0	103	2	0

This is the school's official report card. If a conference is desired please contact the school.

GPA And Credits		
GPA SET NAME	GPA	CREDITS EARNED
1st qtr	4.000	6.000

Total Credits
CREDITS EARNED
6.000

HONOR MESSAGE	
GPA SET NAME	HONOR MESSAGE
1st qtr	Congrats you made the all A honor roll

Format04

Report Card

DEBOW HIGH SCHOOL
PHILIP KARHOFFER
645 S Main St
Lima, OH   45804-1241

2010

STUDENT NAME	KARHOFFER, PHILIP	
STUDENT NUMBER	11053	
GRADE	12	
HOMEROOM	H4	
GENDER	M	

COURSE	SEC	COURSE NAME	Qtr1 Qtr		1Int Int	2Int Int	CRED	COMMENTS
1057	1	AP CALCULUS	A+	98.00	A-	A 92.00	A 94.00	1.000	
Teacher2006								
950	1	AP ENGLISH	A+	96.52	A+	A+ 99.23	A+ 107.27	1.000	
Teacher1923								
1350	3	AP PSYCHOLOGY	A	96.47	A	A+ 96.22	A+ 97.29	1.000	
Teacher2023								
1100	1	BAND	A+	100.00	A+	A+ 100.00	A+ 100.00	1.000	
Teacher2172								
635	1	LATIN IV	A+	99.18	B+	B+ 95.17	B+ 87.40	1.000	
Teacher1891								
1224	1	PHYSICS I	A+	99.20	A-	A- 98.38	A- 90.86	1.000	
Teacher2086								

This is the school's official report card. If a conference is desired please contact the school.

GPA And Credits

GPA SET NAME	GPA	CREDITS EARNED
1st qtr	4.000	6.000

Total Credits

CREDITS EARNED
6.000

Attendance

	Qtr1			Qtr2			Qtr3			Qtr4			Total		
	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
	42	0	0	39	1	0	22	1	0	0	0	0	103	2	0

Honor Message

GPA SET NAME	HONOR MESSAGE
1st qtr	Congrats you made the all A honor roll

Graduation Eligibility

GRADUATION ELIGIBILITY RULE NAME	GRADUATION ELIGIBILITY RULE RESULT
Seniors in Progress 2007 and Beyond	

Format11

DASL HIGH SCHOOL
630 GLENDALE AVENUE
LIMA, OH 45804
(419)555-5555

2/22/2011

To the Parents/Guardian of:

Student58519, ERICA
645 S Main St
Lima, OH   45804-1241

This letter is to inform you of your son's/daughter's level of performance in the following specified class(es).
We recognize the importance of making you aware of your student's progress and hope that if there is a need for improvement, it will occur by the time report cards are issued.

If you wish to discuss your child's progress with a particular teacher or the counselor, please call the school office to make an appointment.

COURSE	SEC	COURSE NAME	Qtr 1 Qtr	Int	Qtr 2 Qtr	Int	COMMENTS
168	6	CHORALE	A	A	A	A	
MR. T. Teacher1224							
125	5	ENGLISH IV (COLLEGE)	C	C	B	B	
DENISE Teacher1218							
931	3	ONU ALGEBRA/TRIGONOMETRY	C	C	B	A	
ANN Teacher1233							
202	1	STREET LAW	B	B		A	
TROY Teacher1252							
186	98	PHYSICS	A	A	A	B	
ANN Teacher1331							
212	4	AMERICAN GOVERNMENT	C+	A-	B+	A-	
D BRAD Teacher1244							

Attendance

Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

This is the school's official report card. If a conference is desired please contact the school.

Format12

Interim Progress Report

DEBOW HIGH SCHOOL
101 E. NORTH ST.
ELIDA, OH 45807
(419)331-4115

2/22/2011

To the Parents/Guardian of:

KARHOFFER, PHILIP
645 S Main St
Lima, OH   45804-1241

This letter is to inform you of your son's/daughter's level of performance in the following specified class(es).
We recognize the importance of making you aware of your student's progress and hope that if there is a need for improvement, it will occur by the time report cards are issued.

If you wish to discuss your child's progress with a particular teacher or the counselor, please call the school office to make an appointment.

COURSE	SEC	COURSE NAME	2Int Int		COMMENTS
635	1	LATIN IV	87.40	B+	
QUINN Teacher1891					
1224	1	PHYSICS I	90.86	A-	
SHELBY Teacher2086					
1350	3	AP PSYCHOLOGY	97.29	A+	
KIM Teacher2023					
950	1	AP ENGLISH	107.27	A+	
Katherine Teacher1923					
1057	1	AP CALCULUS	94.00	A	
DENNIS Teacher2096					
1100	1	BAND	100.00	A+	
JOHN Teacher2172					

Attendance

Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
42	0	0	39	1	0	22	1	0	0	0	0	103	2	0

This is the school's official report card. If a conference is desired please contact the school.

Format 15

Interim Progress Report

DASL HIGH SCHOOL
630 GLENDALE AVENUE
LIMA, OH 45804
(419)555-5555

2/22/2011

To the Parents/Guardian of:

Student58519, ERICA
645 S Main St
Lima, OH   45804-1241

This letter is to inform you of your son's/daughter's level of performance in the following specified class(es).
We recognize the importance of making you aware of your student's progress and hope that if there is a need for improvement, it will occur by the time report cards are issued.

If you wish to discuss your child's progress with a particular teacher or the counselor, please call the school office to make an appointment.

$24.00

COURSE	SEC	COURSE NAME	Qtr + Qtr	Int + Int	Qu + 2 Qtr	Int + Int	COMMENTS
168	6	CHORALE	A	A	A	A	
MR. T. Teacher1224							
125	5	ENGLISH IV (COLLEGE)	C	C	B	B	
DENISE Teacher1218							
931	3	ONU ALGEBRA/TRIGONOMETRY	C	C	B	A	
ANN Teacher1233							
202	1	STREET LAW	B	B		A	
TROY Teacher1252							
186	98	PHYSICS	A	A	A	B	
ANN Teacher1331							
212	4	AMERICAN GOVERNMENT	C+	A-	B+	A-	
D BRAD Teacher1244							

This is the school's official report card. If a conference is desired please contact the school.

Format16

Interim Progress Report

DEBOW HIGH SCHOOL
101 E. NORTH ST.
ELIDA, OH 45807
(419)331-4115

2/22/2011

To the Parents/Guardian of:

KARHOFFER, PHILIP
645 S Main St
Lima, OH   45804-1241

This letter is to inform you of your son's/daughter's level of performance in the following specified class(es).
We recognize the importance of making you aware of your student's progress and hope that if there is a need for
improvement, it will occur by the time report cards are issued.

If you wish to discuss your child's progress with a particular teacher or the counselor, please call the school office to
make an appointment.

$2.00

COURSE	SEC	COURSE NAME	2Int Int		COMMENTS
635	1	LATIN IV	87.40	B+	
QUINN Teacher1891					
1224	1	PHYSICS I	90.86	A-	
SHELBY Teacher2086					
1350	3	AP PSYCHOLOGY	97.29	A+	
KIM Teacher2023					
950	1	AP ENGLISH	107.27	A+	
Katherine Teacher1923					
1057	1	AP CALCULUS	94.00	A	
DENNIS Teacher2096					
1100	1	BAND	100.00	A+	
JOHN Teacher2172					

This is the school's official report card. If a conference is desired please contact the school.

Format20

DASL HIGH SCHOOL   2/22/2011

Report Card

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20

Mr. William Banna

(419)555-5555   2010

$24.00

COURSE	SEC	COURSE NAME	TEACHER	Qtr1	1Int	Qtr2	2Int	CRED
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	A-	B+	A-	0.000
168	6	CHORALE	Teacher1224	A	A	A	A	0.000
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	C	B	B	0.000
931	3	ONU ALGEBRA/TRIGONOMETRY	Teacher1233	C	C	B	A	0.000
186	98	PHYSICS	Teacher1331	A	A	A	B	0.000
202	1	STREET LAW	Teacher1252	B	B		A	0.000

Attendance

Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

GPA

GPA SET NAME	GPA
1st Qtr	2.833
2nd Qtr	3.400

Total Year Credits

CRED EARNED
2.750

HONOR MESSAGE

GPA SET NAME	HONOR MESSAGE
2nd Qtr	Congratulations! You have made the 3.0 Honor Ro

This is the school's official report card. If a conference is desired please contact the school.

Student58519, ERICA
645 S Main St

Lima, OH   45804-1241

Format21

DASL HIGH SCHOOL   2/22/2011

Report Card

STUDENT NAME	Student58519, ERICA		
STUDENT NUMBER	11802		
GRADE	12	HOMEROOM	IN20

Mr. William Banna
Principal
(419)555-5555   2010

$24.00

COURSE	SEC	COURSE NAME	TEACHER	Qtr1	1Int	Qtr2	2Int
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	A-	B+	A-
168	6	CHORALE	Teacher1224	A	A	A	A
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	C	B	B
931	3	ONU ALGEBRA/TRIGONOMETRY	Teacher1233	C	C	B	A
186	98	PHYSICS	Teacher1331	A	A	A	B
202	1	STREET LAW	Teacher1252	B	B		A

Attendance

Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

This is the school's official report card. If a conference is desired please contact the school.

GPA

GPA SET NAME	GPA
2nd Qtr	3.400

Total Year Credits
CRED EARNED
2.750

Student58519, ERICA
645 S Main St

Lima, OH   45804-1241

Promoted to Grade [   ]

Retained in Grade [   ]

Transferred to Grade [   ]

Format30

Report Card

DEBOW HIGH SCHOOL

PHILIP KARHOFFER
645 S Main St

2010   Lima, OH   45804-1241

$4.00

	STUDENT NAME	KARHOFFER, PHILIP
	STUDENT NUMBER	11053
	GRADE	12
	HOMEROOM	H4
	SCHOOL ATTENDING	
	HOME SCHOOL IRN	
	HOME SCHOOL NAME	

COURSE	SEC	COURSE NAME		Qtr1 Qtr		CRE
1057	1	AP CALCULUS		A+	98.00	1.000
Teacher2096						
950	1	AP ENGLISH		A+	96.52	1.000
Teacher1923						
1350	3	AP PSYCHOLOGY		A	96.47	1.000
Teacher2023						
1100	1	BAND		A+	100.00	1.000
Teacher2172						
635	1	LATIN IV		A+	99.18	1.000
Teacher1891						
1224	1	PHYSICS I		A+	99.20	1.000
Teacher2086						

Attendance

	Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
42	0	0	39	1	0	22	1	0	0	0	0	103	2	0

GPA				Total Credits			Honor Message	
1st qtr	GPA SET NAME	GPA			CREDIT EARNED	CREDIT ATTM		1st qtr
	4.000	4.000			6.000	6.000		Congrats you made the all A honor roll

GPA		
1st qtr	GPA SET NAME	

| | GPA SET NAME | HONOR MESSAGE |

Format31

Report Card

DASL HIGH SCHOOL
645 S Main St
Lima, OH   45804-1241

ERICA Student58519

2010

$24.00

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
IRN ATTENDING	
SCHOOL ATTENDING	
HOME SCHOOL IRN	
HOME SCHOOL NAME	

COURSE	SEC	COURSE NAME	Qtr1 Qtr	Qtr2 Qtr	CRE
212	4	AMERICAN GOVERNMENT	C+	B+	0.000
Teacher1244					
168	6	CHORALE	A	A	0.000
Teacher1224					
125	5	ENGLISH IV (COLLEGE)	C	B	0.000
Teacher218					
931	3	ONU ALGEBRA/TRIGONOMETRY	C	B	0.000
Teacher233					
186	98	PHYSICS	A	A	0.000
Teacher1331					
202	1	STREET LAW	B		0.000
Teacher1252					

Attendance

	Qtr1			Qtr2			Qtr3			Qtr4			Total		
	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
	44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

GPA

GPA SET NAME	GPA
1st Qtr	2.833
2nd Qtr	3.400

Total Credits	CREDIT EARNED	CREDIT ATTM
	0.000	0.000

Honor Message

GPA SET NAME	HONOR MESSAGE
2nd Qtr	Congratulations! You have made the 3.0 Honor Roll

Format40

DASL HIGH SCHOOL   2/23/2011

Report
Card

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20

Mr. William Banna

(419)555-5555   2010

$24.00

COURSE	SEC	COURSE NAME	TEACHER	Qtr1	Qtr2	CRED
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	B+	0.000
168	6	CHORALE	Teacher1224	A	A	0.000
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	B	0.000
931	3	ONU ALGEBRA/TRIGONOMETRY	Teacher1233	C	B	0.000
186	98	PHYSICS	Teacher1331	A	A	0.000
202	1	STREET LAW	Teacher1252	B		0.000

Attendance

	Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

GPA

GPA SET NAME	GPA
1st Qtr	2.833

Total Year Credits

CRED EARNED
2.750

HONOR MESSAGE

GPA SET NAME	HONOR MESSAGE
2nd Qtr	Congratulations! You have made the 3.0 Honor Ro

ERICA Student58519
645 S Main St

Lima, OH   45804-1241

This is the school's official report card. If a conference
is desired please contact the school.

Format41

DASL HIGH SCHOOL   2/23/2011

Report
Card

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HOMEROOM	IN20

Mr. William Banna

(419)555-5555   2010

$24.00

COURSE	SEC	COURSE NAME	TEACHER	Qtr1	Qtr2	CRED
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	B+	0.000
168	6	CHORALE	Teacher1224	A	A	0.000
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	B	0.000
931	3	ONU ALGEBRA/TRIGONOMETRY	Teacher1233	C	B	0.000
186	98	PHYSICS	Teacher1331	A	A	0.000
202	1	STREET LAW	Teacher1252	B		0.000

Attendance

Qtr1		Qtr2		Qtr3		Qtr4		Total	
Present	Absent	Present	Absent	Present	Absent	Present	Absent	Present	Absent
44	0	43	1	25	0	0	0	112	1

Total Year Credits		HONOR MESSAGE	
CRED EARNED		GPA SET NAME	HONOR MESSAGE
2.750		2nd Qtr	Congratulations! You have made the 3.0 Honor Ro

ERICA Student58519
645 S Main St

Lima, OH   45804-1241

This is the school's official report card. If a conference
is desired please contact the school.

Format50

DASL HIGH SCHOOL 2/23/2011

2010

Report Card

STUDENT NAME	Student58519, ERICA
STUDENT NUMBER	11802
GRADE	12
HR TEACHER	Teacher1276

$24.00

COURSE	SEC	COURSE NAME	TEACHER	Qtr1	Qtr2
212	4	AMERICAN GOVERNMENT	Teacher1244	C+	B+
168	6	CHORALE	Teacher1224	A	A
125	5	ENGLISH IV (COLLEGE)	Teacher1218	C	B
931	3	ONU ALGEBRA/TRIGONOMETRY	Teacher1233	C	B
186	98	PHYSICS	Teacher1331	A	A
202	1	STREET LAW	Teacher1252	B	

Attendance

Qtr1			Qtr2			Qtr3			Qtr4			Total		
Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy	Present	Absent	Tardy
44	0	0	43	1	0	25	0	0	0	0	0	112	1	0

This is the school's official report card. If a conference is desired please contact the school.

Total Year Credits
CRED EARNED
2.750

Student58519, ERICA
645 S Main St

Lima, OH 45804-1241

Mr. William Banna
Principal

Superintendent

Promoted to Grade ____

Retained in Grade ____

Transferred to Grade ____