

Middle / Secondary School Report Card Scope and Sequence

INITIAL SET-UP (Prior to Start of First Term)

Administration & Clerical

Establish and Set-Up Reporting Periods

Teacher Liaison

- solid background using Teacher Assistant
- Data Input Quality Control (Gradebook defaults and weighting)
- Be familiar with grading practices with regard to Department Policies

PROCESS (Once term has started)

Teachers

- Set up Preferences in Gradebook
- Enter Grades on the Spreadsheet

REPORT CARD PREPARATION

Clerical

Review the five steps required for Report Card set-up.

1. Course [Maintenance](#)
2. [Reporting Periods](#)
3. School [Reporting Dates](#)
4. School [Comment Bank](#)
5. School [Banner](#)

Teachers

- Once all grades are entered on the Spreadsheet, "POST to Report Card"
- Enter Work Habits and Comments

Administration

- Data quality verification (missing data, spelling mistakes, attendance accuracy, grammar, appropriate comments, etc.)

Teachers

- Correct any errors

REPORT CARD PRODUCTION

Clerical

- Print Report Cards

Administration

- Sign Report Cards
- Stamp appropriate Honor Rolls, Effort, Principal's List, etc.

Clerical

- Secure attachments
- Sort and organize for distribution or mail-out
- Run GPA, Honor Roll, Principal's List and Effort Rolls and post.