

View published report cards:

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❑ **IMPORTANT:** Before creating report cards, be sure **School Type** is set on Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info. Otherwise, report cards cannot be created.

❑ Under **Create Report Cards**, click the type of report card you wish to publish.

Fields are displayed allowing you to specify criteria for generating and printing report cards.

- Bold fields are required.
- Different fields are displayed according to the report card type selected. Elementary has additional fields.

Ending School Year	The ending year of the school year you are logged onto is displayed and cannot be changed.
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Semester	Type the one-digit semester. For two-semester campuses, valid semesters are 1 and 2. Enter 2 to include both semesters. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (2 Semester)	For two-semester campuses, type the one-digit cycle code.
Attendance Track	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level	Type the two-character grade level, click ⋮ to select the grade level, or leave blank to select all grade levels.
Address	S - Print the student's address from Registration > Maintenance > Student Enrollment > Demo1. If the report is run for the student's address, only one English language report card is printed. P - Print the address for the guardian contact who has the lowest relationship code (e.g., 1). If the parent address is blank or no guardian contact exists, the student address is used. If you select P, a report card is printed for each parent/guardian who is selected to receive mailouts on Registration > Maintenance > Student Enrollment > Contact. Report cards are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.
Include Withdrawn Students	Select if you wish to include withdrawn students.
Student IDs	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click ⋮ to select the students. Leave blank to select all students.
Elementary report cards only:	
Print Exam Grade	Select if you wish to print the exam grade. The exam grade prints for all grade levels that use an exam grade (as indicated on Maintenance > Tables > Elementary > Elem Grade).
Print Semester Average	Select if you wish to print the semester average. The semester average prints for all grade levels that use semester average (as indicated on Maintenance > Tables > Elementary > Elem Grade). If the campus is not using semester averages for the grade level, and is doing cumulative final averages, the final average is calculated by the utility, and the value is not stored unless the report is run for the last cycle of the last semester.

Print Lang Arts and Core Avg Line

Select if you wish to calculate and print the language arts average and overall core average line.

Language arts core average calculation

The language arts core average includes the student's courses that have L (language arts) in the **Core Course** field. An ELA weight is assigned to all courses that have L as the core course code. The ELA weight is determined by the district on Maintenance > Master Schedule > District Schedule > Available Courses (**ELA Wgt** field).

NOTE: If **ELA Wgt** is blank or non-numeric, it will be calculated as 0.

If the campus includes four courses in the language arts core average, the weights do not have to add up to 100. Usually, a campus has different course numbers for different grade levels; the weights do not have to be the same for all grade levels.

Calculation Using Numeric Grades:

Example:

Course Title	Core Course Cd	ELA Weight	Grade	Weight x Grade
Reading 2	L	50	87	4350
Language arts	L	25	88	2200
Spelling 2	L	15	98	1470
Writing 2	L	10	88	880
Total:		**100**		**8900**

The language arts core average is calculated by adding the weighted grade totals and dividing by the total ELA weight. This student's weighted grade total is 8900, and the ELA weight total is 100.

Calculation: Language arts core average = 8900 / 100 = 89

Calculation Using Alpha Grades:

The calculation is the same as numeric, except that the alpha grades must be converted to numeric values before the calculation is performed. The numeric values for the alpha grades are displayed on Maintenance > Tables > Elementary > Core Grd Cvsn. The core conversion table can contain alpha grades of A-F or S-U.

The core and noncore conversion tables must contain different alpha grades (e.g., if the core table uses A-F, the noncore table must use alpha grades of S-U).

The assigned alpha grade is converted by finding the alpha grade in the table and using the high grade as the numeric value (e.g., if the assigned grade in the core conversion table is A-, the converted numeric grade is 093).

NOTE: When setting up the conversion tables, there can be no gaps between the high grade and low grade. If a grade is left out of the grade range, the grade is considered invalid when running elementary grade computation.

Example:

Course Title	Core Course Cd	ELA Weight	Grade	Weight x Grade
Reading 2	L	50	C (76)	3800
Language arts	L	25	B (86)	2150
Spelling 2	L	15	A+ (100)	1500
Writing 2	L	10	A (97)	970
Total:		**100**		**8420**

The language arts core average is calculated by adding the weighted grade totals and dividing by the total ELA weight. This student's weighted grade total is 8420, and the ELA weight total is 100.

Calculation: 8420 / 100 = 84.2, which is rounded to 84.

The average is then converted back to an alpha grade.

The language arts core average for this student is a B.

Overall core average calculation

The overall core average is calculated with the remaining core courses (non-language arts courses). The average is calculated only if there are science, math, and social studies courses coded with the core course code. If any of the classes is not present, the overall core average is not calculated. The ELA core average is also used in the overall core average calculation.

Calculation Using Numeric Grades:

Example:

Course Title	Core Course Cd	Grade
Math 2	M	78
Science 2	X	79
Soc studies 2	S	88
ELA core average		89
Total:		**334**

The core course's grades and the ELA core average are added together, and the total is divided by the number of courses, which is 4.

Calculation: 334 / 4 = 83.5, which is rounded to 84.

The overall core average for this student is 84.

Calculation Using Alpha Grades:

Example:

Course Title	Core Course Cd	Grade
Math 2	M	B- (83)
Science 2	X	A (97)
Soc studies 2	S	C (76)
ELA core average		89
Total:		**345**

The core course grades and the ELA core average are added together, and the total is divided by the number of courses, which is 4.

Calculation: 345 / 4 = 86.25, which is rounded to 86.

The overall core average is then converted back to an alpha grade.

The overall core average for this student is a B.

If the campus assigns alpha grades and numeric grades for its core courses, the ELA core average and overall core average are calculated as numeric averages.

Print Promoted/Retained Msg

If Y, a message will print at the bottom of the report card according to the student's setting in the first **Promotion - Retained Reason #** field on Registration > Maintenance > Student Enrollment > Demo3.

Retained Reason	Message on Report Card
01 Grade avg. less than 70	Grade avg. less than 70
02 Poor performance subject(s)	Poor performance subject(s)
03 Poor performance assessment	Poor performance assessment
04 By agreement parent/teachers	By agreement parent/teachers
06 Excessive absenteeism	Excessive absenteeism
99 Other factors	Other factors

If none of the **Retained Reason #** fields on the Demo3 tab contains a value, the student's year-end-status code (i.e., the **Promotion - Year End Status** field on the Demo3 tab) determines the message that prints on the report card.

Year-End-Status Code	Message on Report Card
01 Promoted next grade	Promoted
02 Retained same grade	Retained
03 Placed in next grade	Placed
21 Pending Summer School	Pending Summer School
22 Pending Other	Pending Other
23 Left District-No Status	Left District-No Status
blank	Promoted

If this parameter is set to Y, the promoted/retained message will only print if the report card is run for the final grade reporting cycle and semester of the school year.

Tardy Period

Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.

❑ Click **Create Report Cards**.

A list of students whose report card was created is displayed.

❑ The **Published** field displays **No** until the report cards are published.

❑ In the **Search** field, begin typing characters to retrieve only students whose name or ID *contains* the characters you typed.

❑ Click **View Report Card** to view the report card for each student.

The report card opens in a separate window where it can be saved or printed.

❑ Select **Publish ParentPortal Report Cards** once you are ready to post the report card for the retrieved students, and the **Publish** button appears. Click **Publish**.

NOTE: All retrieved report cards are published, including those that are not displayed according to the **Search** field.

Once published, a link to the electronic version of the student's report card is provided in ASCENDER ParentPortal.

A message at the top of the page indicates that the report cards are published. The **Published** field is set to **Yes**.

Return To ParentPortal Report Card Options	Click to return to the main page.

View published report cards:

❑ Under **View Published Report Cards**, click the type of report card you wish to view.

Fields are displayed allowing you to specify criteria for viewing report cards that were previously published.

- Bold fields are required.
- Different fields are displayed according to the report card type selected. Elementary has an additional field.

Ending School Year	The ending year of the school year you are logged onto is displayed and cannot be changed.
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Attendance Track	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level	Type the two-character grade level, click ⋮ to select the grade level, or leave blank to select all grade levels.
Semester	Type the one-digit semester. For two-semester campuses, valid semesters are 1 and 2. Enter 2 to include both semesters. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (2 Semester)	Type the one-digit cycle code.
Student IDs	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click ⋮ to select the students. Leave blank to select all students.
Elementary report cards only	
Control Nbr	Type the three-digit control number (instructor ID), click ⋮ to select the control number, or leave blank to select all control numbers.

❑ Click **Show Report Cards**.

A list of students whose report cards have been published, according to the criteria specified, is displayed.

❑ In the **Search** field, begin typing characters to retrieve only students whose name or ID *contains* the characters you typed.

❑ Click **View Report Card** to view the report card for each student. The report card opens in a separate window where it can be saved or printed.

Return To ParentPortal Report Card Options	Click to return to the main page.


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