Report Card Messages

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This tab allows you to set up campus-level messages for secondary report cards (SGR1300 and SRG1350) and interim progress reports (SGR1160). The messages are printed at the bottom of the report card or IPR.

- For two-semester campuses, 20 message lines and 1 failing message line can be printed on the report card/IPR.
- For four-semester campuses, 18 message lines and 1 failing message line can be printed.

Update data:

Language	Click ⋮ to select the language in which the messages will be entered.

If messages exist, they are displayed in the selected language.

❏ Click **+Add** to add a message.

A blank row is added to the grid.

Code	Select the code for the message. Codes A-T are for standard messages. To create a failing message, scroll to the bottom of the drop-down list to select *Failing Message*. If the option to print failing message is selected, and a student has a 69 or lower in any of his grades in the cycle specified for the report card/IPR being printed, the failing message prints on the report card/IPR. The failing message only prints for students with a failing grade for the cycle being printed.
Message	Type the message that corresponds to the code, up to 80 characters.

❏ To edit a message, type over the existing data.

❑ Click **Save**.

 [Delete a row.](#)

1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time.

2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**.

You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).

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