Report Card Messages Elementary

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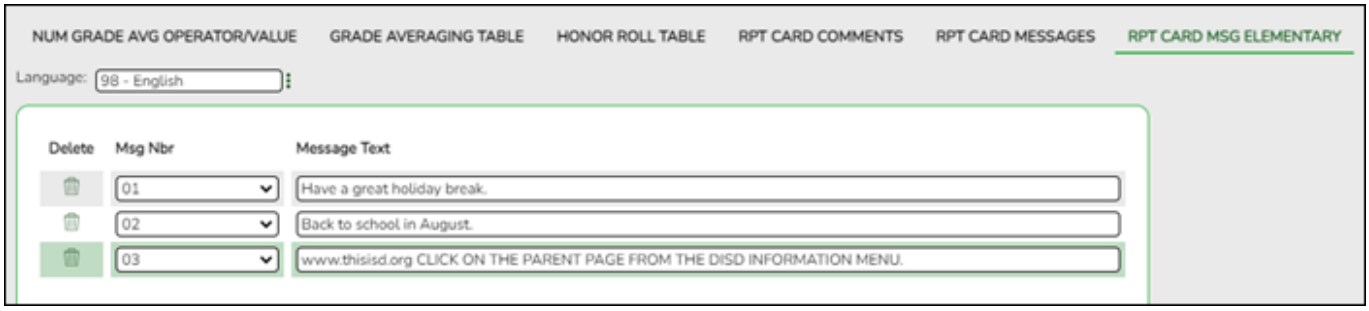
Grade Reporting > Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary

This tab allows you to set up campus-level messages that will print on the Elementary Report Cards (SGR1400) and Interim Progress Report From Grade Book (SGR1160).

- SGR1400 displays up to 17 message lines and 1 failing message line.
- SGR1160 displays up to 14 message lines. The messages are printed at the bottom of the report card or IPR.



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.

Msg Nbr	Select the number of the message. This is a sequence number that determines the order in which messages are printed on the report cards/IPRs. To create a failing message, scroll to the bottom of the drop-down list to select *Failing Message*. You can create one 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 Text	Type the message that corresponds to the number, 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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