SGR1300 - Secondary Report Cards (2 Semesters)

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This report prints two-semester report cards on a laser printer, including messages entered on [Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg](). You can include self-paced courses.

The report has been designed to display the address in the window of a #10 standard window envelope.

A failure list is generated for students who have failing grades.

An error list is generated if errors are encountered.

IMPORTANT: The absences displayed on the report card are calculated when the [Compute Attendance in Course Records report (SGR1800)]() is run prior to the report cards. The absences are calculated by comparing a student's attendance posting code to the district posting code table to determine the absence type, and whether or not it is an ADA code. Once the computation is complete, one of the following codes is assigned to the student's course record.

- Absence Type S, R, M, A, D, C, V, H, I, K = Excused
- Absence Type U = Unexcused
- Absence Type E, F = School Abs
- Absence Type T = Tardy

NOTES:

- The **typ** column is populated if **Print HRoll Code** is selected on [Maintenance > Tables > Campus Control Options > Print Options](). The column displays the code for the grade averaging table assigned to the course by the district, which is specified in the **GA Table** field in the [district master schedule]().

- You can include withdrawn courses by selecting **Print W/D Crs** on [Maintenance > Tables > Campus Control Options > Print Options]().

- Withdrawn courses are listed with an asterisk (*) next to the course name, and a legend is printed on each page stating *Withdrawn Course. If a course is two semesters long and combined onto one line when the report is run, an asterisk is only displayed if the course

is withdrawn during the second semester.

- Withdrawn courses with the same entry and withdrawal date are only included for transfer courses (i.e., if **Xfr Crs** is selected on Maintenance > Student > Individual Maint > Crs Assign) and if **Non Campus Based** is 08 (i.e., credit by exam) on Maintenance > Master Schedule > Campus Schedule > Section and the course meets all other criteria for the report.

- Even if **Print W/D Crs** is not selected on Maintenance > Tables > Campus Control Options > Print Options, courses with a withdrawal date after the last day of the selected semester-cycle are included. Courses with an entry date after the last day of the selected semester-cycle are only included if they are self-paced courses, or if **Non Campus Based** for that section is 08 on Maintenance > Master Schedule > Campus Schedule > Section.

- If **Use Report Card Narrative** is selected on Maintenance > TeacherPortal Options > Campus > Options, instructors can add narratives to report cards from TeacherPortal. If used, a report displaying the **Report Card Narrative** comments from TeacherPortal will print on a separate page for each student who has at least one comment for the selected semester and cycle. Only comments for selected course-sections are printed. The **Report Card Narrative** is only visible for current cycles; previous narratives are not displayed for posted cycles.

- The following only applies to school years 2011-2013: End-of-Course (EOC) subjects are indicated with a plus sign icon + and the following message is displayed on the report card: "+Grades/Credits Reflect End of Course Assessment Results."

- Self-paced courses print as follows:
  - If a self-paced course has a withdrawal date and no semester grade, it is considered withdrawn and is only included if **Print W/D Crs** is selected on Maintenance > Tables > Campus Control Options > Print Options.
  - If the self-paced course has a withdrawal date and semester grade, it is considered completed and will print on the report cards.

- If a student has a control number assigned on Registration > Maintenance > Student Enrollment > Demo1, the teacher's name with the corresponding control number will be displayed/printed on the student's report card in the **Counselor/Homeroom Teacher** field. If the student does not have a control number assigned, the system will look at the Counselor Information on Registration > Maintenance > Student Enrollment > Demo2. If there is data in this field, the name of that person will be displayed/printed on the student's report card in the **Counselor/Homeroom Teacher** field. If both fields, **Control Number** and **Counselor Information** are blank, the **Counselor/Homeroom Teacher** field on the report card will be left blank.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit ending school year. For example, for the 2023-2024 school year, type 2024.

Parameter	Description
Campus ID	Type the three-digit campus ID, or click ⁝ to [select the campus].
Semester (1, 2=Both)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1, 2, 3)	Type the one-digit cycle code.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level (Blank for All)	Type the two-character grade level, click ⁝ to [select the grade level], or leave blank to select all grade levels.
Print Signature Line (Y, N)	Y - Print an instructor signature and date line. N - Do not print a signature and date line.
Address (S=Student, P=Parent)	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 IPR/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, an IPR/report card is printed for each parent/guardian who is selected to receive mailouts on [Registration > Maintenance > Student Enrollment > Contact]. IPRs/report cards are printed in the language (English or Spanish) specified for the parent/guardian in the **Language** field on [Registration > Maintenance > Student Enrollment > Contact].
IPR Only Students with Grades (Y,N)	Y - Print IPRs for students with grades. The failing message is *not* printed on the report card. N - Do not print IPRs. The failing message is printed on the report card only for students who failed at least one course during the specified semester and cycle.
Include Withdrawn Students (Y, N)	Y - Include withdrawn students. N - Do not include withdrawn students.
Student IDs (Blank for All)	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.

View Error List	Click to view the error list if errors are encountered. The list displays warnings about potential conflicts for a student (e.g., no control number; no instructor found for control number; or no grade course records found student ID = ######). Click **Return to Main Report** to return.
View Fail List	Click to view a list of students who have one or more failing grades for a cycle. The report displays the total number of courses failed. This report can be [sorted] or [filtered]. Click **Return to Main Report** to return.
Exit	Exit the report.

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