

SGR1300 - Secondary Report Cards (2 Semesters)

Table of Contents

SGR1300 -	Secondary I	Renort Cards	(2 Semesters)	
ANTANO.	. Jeculiuai v i	nebult Calus	14 36111631613/	

SGR1300 - Secondary Report Cards (2 Semesters)

Grade Reporting > Reports > Grade Reporting Reports > Report Cards > SGR1300 - Secondary Report Cards (2 Semesters)

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- You can include withdrawn courses by selecting Print W/D Crs on Maintenance 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- Withdrawn courses are listed with an asterisk (*) next to the course name, and a legend is printed on each page stating *Withdrawn Course.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is withdrawn during the second semester.

- Withdrawn courses with the same entry and withdrawal date are only included for transfer courses (i.e., if Xfr Crs is selected on Maintenance 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.

Parameter	Description	
Campus ID	Type the three-digit campus ID, or click ito 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 <i>not</i> 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 Erro 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.



Back Cover