

SGR1400 - Elementary Report Cards

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The report prints elementary campus report cards on a laser printer for campuses using elementary grade reporting. They can be printed for one semester-cycle or for the school year (if you select the last cycle in semester 2).

You can print report cards for all students, for individual students, or a range of students by student ID. You can include self-paced courses. Elementary skills-based courses are excluded.

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

An error list is generated if errors are encountered.

NOTE:

- Ensure that all elementary tables have been set up before running the report cards.
- If fatal errors occur, the report cards will not compile. Print the fatal errors list, correct the problems, and run report cards again.
- If the campus and grade level do cumulative final averaging and do not do semester averaging, the cumulative final average is calculated the same way as it is calculated by the Grade Computation - Elementary utility:
  - The exam grade is not used at all.
  - Cycle grades are converted to the high/low grade allowed, and an error is listed on the error report to document the conversion.
  - The program only calculates and displays cycle grades up to the selected semester-cycle.
  - The average is calculated as the sum of the cycle grades divided by the number of cycle grades.
  - If at least one of the cycle grades is I, the final grade is I.
  - If at least one of the cycle grades is N/G, the final grade is N/G.
  - If at least one of the cycle grades is alpha (other than I or N/G) and cannot be converted, the final grade is not calculated; an error is listed on the error report.
  - If at least one of the cycle grades is blank, the final grade is not calculated; an error is listed on the error report.
  - Final averages are not calculated for non-graded courses.
- Withdrawn courses are listed with an asterisk (*) next to the course name, and a legend is printed on each page stating *Withdrawn Course.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is two semesters long and combined onto one line when the report is run, an asterisk is only displayed if the course is withdrawn during the second semester.

- Withdrawn courses with the same entry and withdrawal date are only included for transfer courses (i.e., if **Xfr Crs** is selected on Maintenance 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

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

- 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.

- 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.

Report fields

<table>
<tr><td>Attendance Record</td><td>The elementary report card report automatically prints the attendance information from the campus ADA period. The attendance record includes the following for each cycle:

• Days present
• Days absent
• Excused absences
• Unexcused absences
• Times tardy

Running SGR1800 is not required in order for the absences to appear in Grade Reporting and print on the report card.

The absence types (i.e., Attendance > Maintenance > District > Posting Codes) and the category under which the absence type should print on the report card are as follows:
<table>
<tr><th>Absence Type</th><th>Category</th></tr>
<tr><td>A</td><td>Excused</td></tr>
<tr><td>U</td><td>Unexcused</td></tr>
<tr><td>T</td><td>Tardy</td></tr>
</table>
</td></tr>
<tr><td>Conduct</td><td>The student’s citizenship grade is stored on Maintenance > Student > Individual Maint > Grd Update and Grd/Crs Maint.
Most districts use the Auto Citizenship field on Maintenance > Tables > Campus Control Options > Posting to auto-assign citizenship grades. Or, they run the Auto Assign Grades and Citizenship utility.
The citizenship grades used by most campuses use E, S, N, and U.</td></tr>
<tr><td>Comments</td><td>Each campus determines the instructor comments that are available for posting to the student’s course records. The comments are entered on Maintenance > Tables > Grade Reporting Tables > Rpt Card Comments. The instructor can assign up to five comments for a student for each course and cycle.
The comments assigned to the student are stored on Maintenance > Student > Individual Maint > Grd/Crs Maint. The comments posted to a student’s grade course records are displayed in the Comments column on the report card for the course. The description of the comments are displayed on the report card under Explanation of Comments Codes. Only descriptions for comments assigned to the student’s course are included.</td></tr>
<tr><td>Cumulative Yearly Average</td><td>If the grade level is using the cumulative average (i.e., Comp Cum Avg is selected on Maintenance > Tables > Elementary > Elem Grade) the cumulative average is printed for any cycle or semester for the grade level indicated. The cumulative average is an average of the cycle grades assigned to the student.
The elementary report card calculates the cumulative average. During the last semester-cycle, use the Elementary Grade Computation utility to calculate the cumulative average and store the student’s cumulative grade average in the semester 2 final grade column in the student’s grade course record.</td></tr>
</table>

Semester Average	If the grade level is using the semester average rather than the cumulative average (i.e., **Comp Sem Avg** is selected on Maintenance > Tables > Elementary > Elem Grade), the semester average is printed for any semester for the grade level indicated. The semester average is an average of the cycle grades (including an exam grade, if chosen) for the semester. The elementary report card does not calculate the semester average; the Elementary Grade Computation utility calculates the semester average. The semester average is stored in the student's grade course record in the semester 2 final grade column. **NOTE:** If a final grade is needed at the end of the school year, the **Comp Cum Avg** field should be selected just prior to computing semester/final grades. The field should remain selected until the report cards are printed so the final grade prints on the report card.
Campus Message Block	The campus enters the messages printed on the report cards for each cycle using Maintenance > Tables > Grade Reporting Tables > Rpt Card Msg Elementary. To set up a failing message: 1. On the Rpt Card Msg Elementary tab, click **+Add**. 2. In the **Msg Nbr** field, select *FAILING*. 3. In the **Message Text** field, type the message for failing students. 4. On Maintenance > Tables > Campus Control Options > Print Options, select or clear **Print Failing Msg** as necessary.

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Attendance Track (Blank for All)	Type the two-digit attendance track. Leave blank to select all tracks. If you select one track, the report cards must be generated for each track.
Semester (1, 2)	Type the one-digit semester. Valid semesters are 1 and 2. As the school year progresses, the previous semester's information is also printed. Grades and averages are displayed under the semester headings.
Cycle (1, 2, 3)	Type the one-digit cycle. • For a two-semester/six-week grading concept, valid cycles for both semesters are 1, 2, and 3. • For a two-semester/nine-week grading concept, valid cycles for both semesters are 1 and 2. **If the report is run for the last cycle of the last semester of the school year:** • The course grade is used, as calculated by the Grade Computation - Elementary utility, unless it is blank. If the final average is blank when SGR1400 is run for the last cycle of the last semester, SGR1400 will compute and display the final average but will not store it. • If the Grade Computation - Elementary utility is run for the final cycle of the final semester, the utility only calculates the cumulative final average if the campus and grade level do cumulative final averaging and do not do semester averaging.
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. If Y, the messages "Please sign and return" and "Date" are displayed below the 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. If P is selected, multiple report cards may be printed. The number of report cards and language is determined by fields on Registration > Maintenance > Student Enrollment > Contact. If there are multiple guardians with different addresses, multiple report cards are printed. If guardians have different language codes, the report card is printed in multiple languages.
Control Nbr (Blank for All)	Type the three-digit control number (instructor ID), click ⋮ to select the control number, or leave blank to select all control numbers.
Print Exam Grade (Y, N)	Y - 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). N - Do not print the exam grade.
Print Semester Average (Y, N)	Y - Print the semester average. The semester average prints for all grade levels that use semester average (as indicated on Maintenance > Tables > Elementary > Elem Grade). N - Do not print the semester average. 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 report card report (SGR1400), and the value is not stored unless the report is run for the last cycle of the last semester.

<table>
<tr><th>Parameter</th><th>Description</th></tr>
<tr><td>Print Lang Arts and Core Avg Line (Y, N)</td><td>
Y - Calculate and print the language arts average and overall core average line.

N - Do not print these averages.
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:
<table>
<tr><th>Course Title</th><th>Core Course Cd</th><th>ELA Weight</th><th>Grade</th><th>Weight x Grade</th></tr>
<tr><td>Reading 2</td><td>L</td><td>50</td><td>87</td><td>4350</td></tr>
<tr><td>Language arts</td><td>L</td><td>25</td><td>88</td><td>2200</td></tr>
<tr><td>Spelling 2</td><td>L</td><td>15</td><td>98</td><td>1470</td></tr>
<tr><td>Writing 2</td><td>L</td><td>10</td><td>88</td><td>880</td></tr>
<tr><td>Total:</td><td></td><td>100</td><td></td><td>8900</td></tr>
</table>
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:
<table>
<tr><th>Course Title</th><th>Core Course Cd</th><th>ELA Weight</th><th>Grade</th><th>Weight x Grade</th></tr>
<tr><td>Reading 2</td><td>L</td><td>50</td><td>C (76)</td><td>3800</td></tr>
<tr><td>Language arts</td><td>L</td><td>25</td><td>B (86)</td><td>2150</td></tr>
<tr><td>Spelling 2</td><td>L</td><td>15</td><td>A+ (100)</td><td>1500</td></tr>
<tr><td>Writing 2</td><td>L</td><td>10</td><td>A (97)</td><td>970</td></tr>
<tr><td>Total:</td><td></td><td>100</td><td></td><td>8420</td></tr>
</table>
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:
<table>
<tr><th>Course Title</th><th>Core Course Cd</th><th>Grade</th></tr>
<tr><td>Math 2</td><td>M</td><td>78</td></tr>
<tr><td>Science 2</td><td>X</td><td>79</td></tr>
<tr><td>Soc studies 2</td><td>S</td><td>88</td></tr>
<tr><td>ELA core average</td><td></td><td>89</td></tr>
<tr><td>Total:</td><td></td><td>334</td></tr>
</table>
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:
<table>
<tr><th>Course Title</th><th>Core Course Cd</th><th>Grade</th></tr>
<tr><td>Math 2</td><td>M</td><td>B- (83)</td></tr>
<tr><td>Science 2</td><td>X</td><td>A (97)</td></tr>
<tr><td>Soc studies 2</td><td>S</td><td>C (76)</td></tr>
<tr><td>ELA core average</td><td></td><td>89</td></tr>
<tr><td>Total:</td><td></td><td>345</td></tr>
</table>
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.
</td></tr>
</table>

<table>
<tr><th>Parameter</th><th>Description</th></tr>
<tr><td>Print Promoted/Retained Msg (Y, N)</td><td>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 > Demo2.
<table>
<tr><th>Retained Reason</th><th>Message on Report Card</th></tr>
<tr><td>01 Grade avg. less than 70</td><td>Grade avg. less than 70</td></tr>
<tr><td>02 Poor performance subject(s)</td><td>Poor performance subject(s)</td></tr>
<tr><td>03 Poor performance assessment</td><td>Poor performance assessment</td></tr>
<tr><td>04 By agreement parent/teachers</td><td>By agreement parent/teachers</td></tr>
<tr><td>06 Excessive absenteeism</td><td>Excessive absenteeism</td></tr>
<tr><td>99 Other factors</td><td>Other factors</td></tr>
</table>
If none of the Retained Reason # fields on the Demo2 tab contains a value, the student's year-end-status code (i.e., the Promotion - Year End Status field on the Demo2 tab) determines the message that prints on the report card.
<table>
<tr><th>Year-End-Status Code</th><th>Message on Report Card</th></tr>
<tr><td>01 Promoted next grade</td><td>Promoted</td></tr>
<tr><td>02 Retained same grade</td><td>Retained</td></tr>
<tr><td>03 Placed in next grade</td><td>Placed</td></tr>
<tr><td>21 Pending Summer School</td><td>Pending Summer School</td></tr>
<tr><td>22 Pending Other</td><td>Pending Other</td></tr>
<tr><td>23 Left District-No Status</td><td>Left District-No Status</td></tr>
<tr><td>blank</td><td>Promoted</td></tr>
</table>
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.</td></tr>
<tr><td>Tardy Period (Blank for All)</td><td>Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.</td></tr>
<tr><td>Include Withdrawn Students (Y, N)</td><td>Y - Include withdrawn students.

N - Do not include withdrawn students.</td></tr>
<tr><td>Student IDs (Blank for All)</td><td>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.</td></tr>
</table>

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.
Exit	Exit the report.


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