



Progress Report Template Example

Reports/Setup/Report Cards/Progress Report Edited for Settlers (or create New).

Report Card

Option	Value
Template Name	Progress Report > Edited for Settlers
Printed Report Title	~(schoolname)
Title Style	Helvetica 24/28 (B)
Title Justification	Center
Heading	^([39]schooladdress) ^([39]schoolcity).
Schedule Listing	*class_expression, coursename, teachername, pg.final.grade;^, att;abs, att;tar, pg.final.cit;^, reportingterm.teachercomment;^
Footer	Oct. 30th In-service 1/2 day, Stude
This report available to	<input checked="" type="radio"/> users at all schools <input type="radio"/> only users at Apple Grove High School 1
Teachers can print?	<input type="checkbox"/> yes

[Margins & Page Setup](#)
[Special Printing Options](#)
[Export Report as Template](#)

Select the Heading link and you will see the screen below:

Report Card Heading: Progress Report > Edited for Settlers

The heading is printed below the title, but above the student's schedule

Heading text style Times 12/13 Left (Fields)

```
<center>^([39]schooladdress)<br>^([39]schoolcity), ^([39]schoolstate)  
^([39]schoolzip)<br>^([39]schoolphone)<br><br><b>FIRST PROGRESS  
REPORT</b></center>  
  
^[letter.date]  
  
To the Parent(s) of:  
  
^(first_name) ^(last_name)
```

The information in the box above is copied below so you can see the entire text:

<center>^([39]schooladdress)
^([39]schoolcity),
 ^([39]schoolstate)^([39]schoolzip)
^([39]schoolphone)

FIRST PROGRESS
 REPORT</center>

^[letter.date]

To the Parent(s) of:

^(first_name)^(last_name)
 ^(Mailing_street)
 ^(Mailing_city),^(mailing_state)^(Mailing_zip)

From your main Report Card screen, select Schedule Listing and make your choices. Here is an example of the setup:

Student Schedule Listing for Report Card: Progress Report > Edited for Settlers

Option	Value
Column Title Style	Helvetica 9/10 (B)
Class Listings Style	Helvetica 9/16
Use Future Schedule (student's schedule for next year)	<input type="checkbox"/>
The items below this line in this area are optional and may be left blank.	
Listing Line Height	16 points
Frame	1 Width 6 Corner Rounding
Divider Line Width	0.5 Horizontal .5 Vertical
Padding	4
Terms to Repeat (comma-separated)	

Col	Shows	Column Title	Width	Align
1	Expression	Period	0.65	C
2	Course name	Course	1.4	L
3	Teacher	Teacher	1.4	L
4	Current grade	Q1 P1	0.35	C
5	Absences	Q1 Abs	0.35	C
6	Tardies	Q1 Tar	0.35	C
7	Current citizenship	Q1 Cit	0.35	C
8	Reporting Term tchr cmnt.	Q1 Teacher Comment	2	L
9				

From the main Report Card screen select Footer to bring up the following screen:

Report Card Footer: Progress Report > Edited for Settlers

The footer is printed below the student's schedule

Footer text style **Palatino 10/13** Left (Fields)

```
<b>  
<center>Oct. 30th In-service 1/2 day, Student's dismissal at 12:06 pm  
Nov. 11th and 12th conferences; Nov. 13th No school for students  
  
PLEASE SIGN AND RETURN THE BOTTOM SECTION TO YOUR CHILD'S TEACHER  
*****  
*****</center>
```

Submit

Below is a copy of the entire text for this Progress Report.

<center>Oct. 30th In-service 1/2 day, Student's dismissal at 12:06 pm
Nov. 11th and 12th conferences; Nov. 13th No school for students

PLEASE SIGN AND RETURN THE BOTTOM SECTION TO YOUR CHILD'S TEACHER

</center>

^(first_name)^(last_name)

Parent/Guardian signature: _____ Date: _____

Remember, when you are finished select Submit from the main Report Card page.