



## GradeBook Report Card/Interim Request Form 2017-2018

Districts may choose to print report cards and interims not requiring GPA calculations out of GradeBook. Due to the heavy volume of HelpDesk tickets at the start of the school year, these are built during the summer months. All report card requests must be submitted by June 30, 2017. ***We cannot guarantee requests submitted after this date will be completed prior to the beginning of the 2017-2018 school year.***

We require examples of how you would like each grade level report card or interim to look, what type of marks and comments are entered into each field and the desired end of year placement and attendance options.

***Note: Attendance courses must be created and scheduled in StudentInformation for each teacher responsible for entering attendance, comments and end of year placement information on the report card for their students.***

Please fax or email a copy of your report cards with the desired changes to (937)767-1793 or [progressbook@mveca.org](mailto:progressbook@mveca.org). If you have a Cherwell Account you may open a HelpDesk ticket by emailing [HelpStudent@mveca.org](mailto:HelpStudent@mveca.org) and attach the requested documents to the ticket. Once we receive this information, we will build a report card/interim that comes as close as possible to matching your request; please keep in mind, we are limited to the template pieces available in the software application, so we may not be able to get an exact match.

When building report cards/interims, there are many questions that arise. In an effort to ensure the new cards are available at the start of the school year, we ask to have a primary and alternate contact within your district. Please make sure these people have the authority to answer questions and make decisions, and will be available during the summer months.

Please fill out the information below and submit it with your report card/interim requests.

- Is this a report card or interim? (circle one)
- For which grade level(s) is this report card / interim report is to be used? \_\_\_\_\_
- Which building(s) will be using the report card / interim? \_\_\_\_\_

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- What are the “mark types” teachers will enter in each field of the report? *Please show what mark types are used in the example you send to MVECA. For example: A,B,C - 1,2,3 - S,N,U*
  - Please attach any corresponding grading scales for the mark types to be used. *For example, if you use an S,N,U mark type, what is the percentage range for each mark of an S, N or U mark?*
  - Are the marks “required” for entry by the teachers each quarter? \_\_\_\_\_

School District \_\_\_\_\_ School Building \_\_\_\_\_

Name of Primary Contact \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Alternate Contact \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Please list any additional information: \_\_\_\_\_

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