

## End of Term Administration Checklist 9-12 Report Card

Term: \_\_\_\_\_

Ending Date of Quarter: \_\_\_\_\_

PRE REPORT CARD CHECK LIST ITEMS	Check as Completed
Verify the end of term dates for the reporting term and notify teachers. (Set Up - School - Grading - Final Grade/Reporting Term Set Up)	
After the cut-off date have teachers verify grades and comments in PowerTeacher Pro (A+ Grading - Comment Verification) and advise them to make changes in the appropriate reporting term.	
Advise teachers of final cut-off for any changes to PowerTeacher Pro. Advise that grades will be stored and that any changes after this point will need to be made after the report card printing process.	
Input HelpDesk request to have grades stored for the school.	
Ensure that a notification is written in the <b>School Comment</b> section before printing report cards to reflect information that you want parents to be aware of (Example. Parent-Teacher conference times, etc)	
Print off Report Cards once notified that grades have been stored and distribute them to take home.	
POST REPORT CARD CHECK LIST ITEMS	Check as Completed
Make changes to grades after report card distribution in Historical Grades	
Advise teachers to make sure they change their PowerTeacher Pro mark as well to reflect any changes they need made	
Run school ranking report only after all grades have been updated in Historical Grades	
Re-print individual report cards as necessary	
Print Transcripts as necessary	