

STANDARD OPERATING PROCEDURE

Student Report Card

PURPOSE

To ensure Progress Reports Cards and Semester Report Cards are accurate and sent out to our families in a timely manner.

POLICY

Quarter 1, Quarter 2/Semester 1, and Quarter 3 Progress Reports/Report Cards must be completed 3 school days *after* the quarter has closed. Principal will then request edits or approve within 2 school days after teacher completion. All edits/updates must be completed within 1 school day *after* submission or principal's request. Progress Reports/Report Cards are sent to families 7 school days *after* the quarter has closed.

TK- 6th grade *Progress* Report Cards (quarter 1 & 3) are sent by teacher via email.

TK - 6th grade Report Cards (semester 1 & 2) are sent by the school via BrightArrow.

All Middle School Report Cards are sent by the school via BrightArrow.

Quarter 4/Semester 2 Report Cards must be completed 6 school days *before* the quarter closes. Principal will then request edits or approve within 2 school days after teacher completion. All edits/updates must be updated in PowerSchool the day before the quarter closes (the day before the last day of school). Report Cards are sent to families the day *after* quarter 4/last day of school.

PROCEDURE

Quarter 1 (45 days from the first day of school)

1. Primary, Lower EI, and Upper EI
 - a. Progress Report/Report Card folders are located in the google drive folder > shared drives > teachers > Report Cards/Progress Reports > current school year- click [HERE](#) to access folder
 - b. Each team has their own folder
 - i. Each teacher has their own folder within their team folder
 - c. A blank progress report card for each team can be found [HERE](#)
 - i. Please make a copy and move to your folder
 - Right click on your team's progress report card > click "make a copy"
 - a. Move the copy to your folder
 - i. Right click on the "copy" you just created > click "move to" > click on arrow next to "progress report "



> click on arrow next to “blank report cards” > click on current school year folder > click on your team’s folder > click on your folder > click on “fall - progress report cards” > click on “move here”

- d. Create a copy for each student in your class in the “fall - progress report cards” folder
 - i. Name each copy: student’s last name, first initial - fall progress report card
 - ii. Once completed- make sure to "print" it as a "pdf" so the information cannot be change
 - Save this copy in your “fall - progress report cards” folder
 - e. Due date/timeline:
 - i. Teachers must complete 3 school days *after* quarter 1 has closed
 - Share your entire folder with principal and DSS once you are all done
 - ii. Principal will then suggest edits or approve within 2 school days after teacher completion/approval
 - iii. PDF copies of each student’s progress reports cards are then emailed by teachers to families the following school day via BrightArrow
2. Middle School team:
- a. Your quarter 1 progress report cards are created within the PowerSchool Teacher Pro
 - b. Click [HERE](#) to access the PowerTeacher Pro directions for grades (Middle School)
 - c. Ensure your grade percentage breakdown for this quarter is correct
 - i. Click [HERE](#) to access the details
 - d. Due date/timeline:
 - i. Teachers must complete 3 school days *after* quarter 1 has closed
 - Email principal and DSS once you are all done
 - DSS will store your grades > pull pdf report cards > then email it to you and principal
 - a. Once you receive your copies- please look over > make edits directly in PowerSchool if necessary > let principal and DSS know if grades need to be re-stored and re-pulled **or** if you approve
 - i. Teachers must complete their edits/updates directly in PowerSchool within a day after the pdf copies are sent over by DSS
 - ii. Principal will then suggest edits or approve within 2 school days after teacher completion/approval
 - iii. Progress report cards will be sent by the school via BrightArrow



Quarter 2/Semester 1 (90 days from the first day of school)

1. Quarter 2/Semester 1 Report Cards are created in PowerSchool Teacher Pro
2. Primary, Lower EI, and Upper EI
 - a. Click [HERE](#) to access a pdf copy of the report cards (TK through 6th grade)
 - b. Click [HERE](#) to access the PowerTeacher Pro directions for grades (TK through 6th grade)
 - c. Click [HERE](#) to access the report card grade key
 - d. Click [HERE](#) to access the list of comments and directions on how to insert
3. Middle School team:
 - a. Click [HERE](#) to access the PowerTeacher Pro directions for grades (Middle School)
 - b. Ensure your grade percentage breakdown for this quarter AND semester are correct
 - i. Click [HERE](#) to access the details
 - c. Click [HERE](#) to access the list of comments and directions on how to insert
4. Due date/timeline:
 - a. Teachers must complete 3 school days *after* quarter 2/semester 1 has closed
 - i. Email principal and DSS once you are all done
 - ii. DSS will store your grades > pull pdf report cards > then email it to you and principal
 - Once you receive your copies- please look over > make edits directly in PowerSchool if necessary > let principal and DSS know if grades need to be re-stored and re-pulled **or** if you approve
 - a. Teachers must complete their edits/updates directly in PowerSchool within a day after the pdf copies are sent over by DSS
 - b. Principal will then suggest edits or approve within 2 school days after teacher completion/approval
 - c. Reports Cards are then emailed to families the following school day
 - i. All will be sent by the school via BrightArrow

Quarter 3 (135 days from the first day of school)

1. Primary, Lower EI, and Upper EI
 - a. Progress Report/Report Card folders are located in the google drive folder > shared drives > teachers > Report Cards/Progress Reports > current school year- click [HERE](#) to access folder
 - b. A blank progress report card for each team can be found [HERE](#)
 - i. Please make a copy and move to your folder
 - Write click on your team's progress report card > click "make a copy"
 - a. Move the copy to your folder



- i. Right click on the “copy” you just created > click “move to” > click on arrow next to “progress report” > click on arrow next to “blank report cards” > click on current school year folder > click on your team’s folder > click on your folder > click on “fall - progress report cards” > click on “move here”
 - c. Create a copy for each student in your class in the “spring - progress report cards” folder
 - i. Name each copy: student’s last name, first initial - spring progress report card
 - ii. Once completed- make sure to "print" it as a "pdf" so the information cannot be changed
 - Save this copy in your “spring - progress report cards” folder
2. Middle School team:
 - a. Your quarter 3 progress report cards are created within the PowerSchool Teacher Pro
 - b. Click [HERE](#) to access the PowerTeacher Pro directions for grades (Middle School)
 - c. Ensure your grade percentage breakdown for this quarter is correct
 - i. Click [HERE](#) to access the details
3. Due date/timeline:
 - a. Teachers must complete 3 school days *after* quarter 3 has closed
 - i. Primary, LE, and UE teachers: share your entire folder with principal and DSS once you are all done
 - ii. Middle School teachers: email principal and DSS once you are all done
 - Once you receive your copies- please look over > make edits directly in PowerSchool if necessary > let principal and DSS know if grades need to be re-stored and re-pulled or if you approve
 - Teachers must complete their edits/updates directly in PowerSchool within a day after the pdf copies are sent over by DSS
 - b. Principal will then suggest edits or approve within 2 school days after teacher completion/approval
 - c. Progress Reports Cards are then emailed to families the following school day
 - i. Primary, Lower EI, and Upper EI will email pdf copies to their families directly via BrightArrow
 - ii. Middle School’s will be sent by the school via BrightArrow

Quarter 4/Semester 2 (180 days from the first day of school)

5. Quarter 4/Semester 2 Report Cards are created in PowerSchool Teacher Pro
6. Primary, Lower EI, and Upper EI
 - a. Click [HERE](#) to access a pdf copy of the report cards (TK through 6th grade)



- b. Click [HERE](#) to access the PowerTeacher Pro directions for grades (TK through 6th grade)
 - c. Click [HERE](#) to access the report card grade key
 - d. Click [HERE](#) to access the list of comments and directions on how to insert
7. Middle School team:
- a. Click [HERE](#) to access the PowerTeacher Pro directions for grades (Middle School)
 - b. Ensure your grade percentage breakdown for this quarter AND semester are correct
 - i. Click [HERE](#) to access the details
 - c. Click [HERE](#) to access the list of comments and directions on how to insert
8. Due date/timeline:
- a. Teachers must complete 6 school days *before* quarter 4/semester 2 closes
 - i. Email principal and DSS once you are all done
 - ii. DSS will store your grades > pull pdf report cards > then email it to you and principal
 - Once you receive your copies- please look over > make edits directly in PowerSchool if necessary > let principal and DSS know if grades need to be re-stored and re-pulled **or** if you approve
 - a. Teachers must complete their edits/updates directly in PowerSchool within a day after the pdf copies are sent over by DSS
 - b. Principal will then suggest edits or approve within 2 school days after teacher completion/approval
 - c. Report Cards are sent to families the day *after* quarter 4/last day of school.
 - i. All will be sent by the school via BrightArrow