

Preparing for End of Year – Report Card

- Verify all transfer grades are entered. Helpful report: Entry Report (SM/ST/RE/EW)
- Verify all grade changes are completed.
- Verify all grade differences for T1, T2, T3 and T4 are reconciled.
- Verify all Grade Proof Sheets have been collected and signed for all reporting periods. These should be stored and available for five years. Grade Proof Sheets should not be dated prior to the end of the Grade Window closing.
- Run Grade Differences Report for each term. This report should be blank. You do not need to run the Grade Difference Reports for progress reports. (EA+/Administrator Access/Grade Posting Administration/Grade Differences Report)
- Update Term Attendance Totals. (OF/AT/Setup/UT/UT)
- Enter an * after the grade mark for Attendance Failures in the S1 or S2 grade bucket. This is only for courses that receive high school credit. This is entered on the Grades Tab.
- Check with principal for comments to be printed on report cards and enter on the template.
- Notify PEIMS Department of retentions. To verify retentions have been entered into Skyward go to (ST/TB/EN/TB/EN and ST/TB/GE/TB/PR/PR).
- Print final report cards and place in cumulative folder.
- Notify PEIMS Department after Final Report Cards have been printed and are ready to be sent to Student/Family Access.