

Skyward Report Card Checklist

Before the Grading Posting Window Opens

- Teachers enter grades weekly

While the Grading Posting Window is Open

- Teachers continue to enter grades until the window closes
- Run Blank Grades Report by Teacher to eliminate the need for teacher requested grade changes after the window closes
- Enter *Transfer Grades* (new student grades) into their gradebook

After the Grading Posting Window Closes

- Reports to Run on the Office Side (1st grade-12th grade)
 - Run the Blank Grades Report by Teacher
 - Run the Student Failure Report by Teacher or Student Failure Reports
 - Run Grade Input Sheet (Teacher Verification)
- For a Teacher to Enter/Change a Grade
 - Teacher requests a grade change
 - Teacher enters the grade(s)
 - Teacher completes the grade change
 - Grade change is approved by campus designee, usually an administrator
 - New student grade is now visible on the office side
 - New Grade Input Sheet is generated to give to the teacher for verification
- Grade Input Sheet (Teacher Verification)
 - Give the verifications according to the Grading Reporting Timeline
 - Teachers should verify the grades on the report are reflective of their gradebook
 - Teacher signature and date are required
 - Teacher turns this into the person on campus who generates the report cards
 - If the grade given on the Grade Input Sheet is incorrect, the teacher will mark through the given grade; write the actual grade on the report; and turn it into the person who generates report cards
 - The teacher is responsible for entering the correct grade in their gradebook
 - A new Grade Input Sheet will be given to the teacher to verify the new grade
 - If the grade is not reflective of their gradebook, then the following tips may assist in the process:
 - Did the teacher complete the grade change?
 - Did the campus designee approve the grade change?
- Report Cards will be posted to Family Access by the PEIMS Department According to the Grading Guideline Calendar

