



*Brownsville Independent School District*  
*Computer Services Department*

**ATTENTION: COMPUTER SERVICES OPERATORS**

<b>Middle School Campus:</b> _____ <b>Authorizing Signature:</b> _____ <b>Contact Phone #:</b> _____	We ran the Active/Inactive Update (7.1.1) on: _____ <div style="text-align: right;">date</div>
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<b>SCANNERS</b>			
<small>(When campus is NOT using a PC Grade Book and need scan sheets generated and printed)</small>	Date	Time	MP*
Progress Scanners (Mid 6-weeks)	_____	_____	_____
Report Card Scanners <small>(at the end of the semester the same scanner is used for the 6-week grade and the final exam grade)</small>	_____	_____	_____

<b>Create IPR Records</b>			
<small>(when ready to post grades from a PC Grade Book)</small>	Date	Time	MP
IPR (mid-six weeks)	_____	_____	_____

<b>Create RC Control Table Records</b>			
<small>(when ready to post grades from a PC Grade Book)</small>	Date	Time	MP
At the end of 6-weeks <small>(Report Card Build Control Table 7.1.2)</small>	_____	_____	_____

<b>PROGRESS LETTERS:</b> Fax this form along with the run sheet(s) to Computer Services	Release for mailing through the United States Postal Services on _____. <div style="text-align: right;">date</div>
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<b>REPORT CARDS:</b> Fax this form along with the run sheet(s) to Computer Services	Release for mailing through the United States Postal Services on _____. <div style="text-align: right;">date</div>
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**DO NOT USE** this form to request reports or forms other than those listed above.

Date Received at Computer Services: \_\_\_\_\_

\* MP means marking period, or 6-week period