



*Brownsville Independent School District*  
*Computer Services Department*

**ATTENTION: COMPUTER SERVICES OPERATORS**

<b>High School Campus:</b> _____	We ran the Active/Inactive Update (7.1.1) on: _____ date
<b>Authorizing Signature:</b> _____	
<b>Contact Phone #:</b> _____	

**SCANNERS**  
(When campus is NOT using a PC Grade Book and need scan sheets generated and printed)

	Date	Time	MP*
Progress Scanners (Mid 6-weeks)	_____	_____	_____
Report Card Scanners (at the end of the semester the same scanner is used for the 6-week grade and the final exam grade)	_____	_____	_____

**Create IPR Records**  
(when ready to post grades from a PC Grade Book)

	Date	Time	MP
IPR (mid-six weeks)	_____	_____	_____

**Create RC Control Table Records**  
(when ready to post grades from a PC Grade Book)  
(Report Card Build Control Table 7.1.2)

	Date	Time	MP
At the end of 6-weeks	_____	_____	_____

**PROGRESS LETTERS:**  
Fax this form along with the run sheet(s) to Computer Services

Release for mailing through the United States Postal Services on _____ date
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**REPORT CARDS:**  
Fax this form along with the run sheet(s) to Computer Services

Release for mailing through the United States Postal Services on _____ date
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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