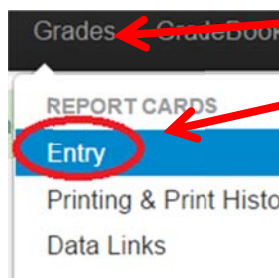


MODIFYING REPORT CARDS FOR STUDENTS WHO LEFT

1. Proceed as one would normally modify a report card by selecting the "Entry" option under the "Grades" tab:

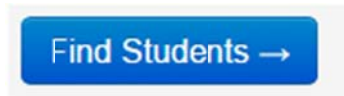


2. Under the "Enrollment/Roster Date" field, select either a custom date range, or select "Current Year..." which will then list all students who were enrolled at any time during the

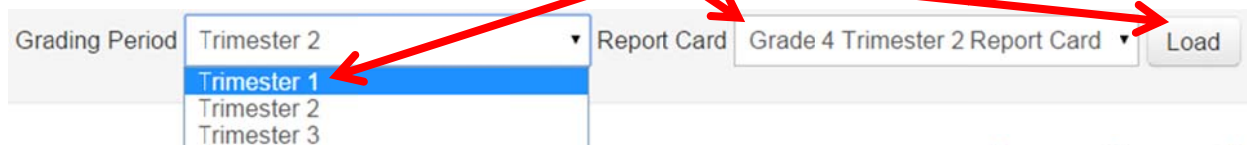
current year:



3. After clicking the "Find Students" button, the normal options appear. Make the appropriate selections, and click on the "Load" button:



button, the normal options appear. Make the



4. Find the desired student from the list, and click on their name:



5. Make the report card entries as you normally would:

