schooltool.com
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Hybrid Progress Report

Summary

A canned hybrid progress report is now available for districts that wish to showcase progress on standards. Currently, this new progress report is generated from **Counseling > Reports > Report Card**. It will be moved to a different area in the future.

Details

The canned hybrid progress report is a way for districts to show progress on individual standards along with a snapshot of any submitted traditional marking period grades for hybrid courses. A district that is elementary only that wishes to show progress on individual standards may also use the hybrid progress report. The hybrid progress report shows only one marking period at a time.

2025-2026 Progress Report
Mindex ES1

Principal: Mrs. Jane Plains
17 SchoolZone Avenue, Mindex City, NY 12345
Mindex City 12345
585-555-1212

Student: Lennon R Alford
Grade: 4
Marking Period: 3

Mail To: To The Parent/Guardian Of:
Lennon R Alford
1286 Winding Way
Rochester, NY 12345

Attendance	MP1	MP2	MP3	MP4
	59	61	219	
	55	61	219	
	4	0	0	
Excused	0	0	0	
Unexcused	4	0	0	
	0	0	0	

ELA Grade 4: Ayers / Decker

Academic Achievement	MP3
Overall Achievement	

Class Absences	
MP3	0
YTD	0

Language Arts – Reading Literature	MP3
Locate and refer to relevant details and evidence when summarizing, or explaining an inference, theme, or central idea	4
Describe literary elements, events, and ideas, drawing on specific evidence in literary texts	4
Determine the meaning of words, phrases, figurative language, academic, and content specific words	4

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The canned hybrid progress report format is created in **Maintenance > Application > Report Format > Traditional Report Card**. In the future, this format will be moved to a different area.

At this time, the hybrid progress report uses the marking period submission dates and the Submit Descriptor/Standard Marking Period Grades screen. This means that submitted marking period grades that are shown on the hybrid progress report will be overwritten when the official marking period grades are submitted. This will also change in the future with a dedicated submit screen for Descriptor/Standard Progress Reports.

District Workflow

1. Access **Maintenance > Application > Report Format > Traditional Report Card** to create your hybrid progress report format.
2. When it is time for teachers to submit progress report grades and comments, access **Maintenance > School Year > Configuration** to adjust the MP unlock date.
3. Ask teachers to submit progress report grades and comments on the **Submit Descriptor/Standard Marking Period Grades** screen.
4. Once grades and comments are entered, adjust the MP unlock date back to its original state.

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