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Elementary buildings (and some middle school buildings) may design their own “standards based” report cards and interims for each grade not requiring GPA calculations. Due to heavy helpdesk flow after the start of school, we build these during the summer months before school starts.

We require examples of how you would like each grade level Report Card or interim to look (you can create these in MS Word, Excel . . .) and what type of marks and comments are entered into each field of the report card along with desired End of Year Placement options and Attendance. Note: Attendance, Placement and Teacher Comment courses must be built for each teacher responsible for entering this information for their students.

Please submit a copy of your old report cards along with desired changes and the new examples through an email attachment to progressbook@mveca.org or by fax (937)767-1793 or open a Unicenter ticket and attach the requested documents. We will begin creating or making changes inside the ProgressBook report card and interim templates to come up with a report card and/or interim closest to your request that best suits your needs.

Please fill out the information below and submit this request form for any report card or interim requests, additions or changes for your district. Email or fax a copy of how you would like the report card(s) to look (preferably in Word or Excel format) along with a copy of your current report card / interim. Be sure to indicate:

- **Is this a report card or interim? (circle one)**
- **For which grade level(s) is this report card / interim report is to be used _____.**
- **Which building(s) will be using the report card / interim _____?**
- **What are the “mark types” teachers enter in each field of the report? Please show what mark types are used in the example you send to MVECA.**
- **Please attach any corresponding grading scales for the mark types to be used (for example, if you use an SNU mark type, what is the percentage range for each mark of an S, N or U mark)?**
- **Are the marks required for entry by the teachers each quarter _____?**

There is a large degree of exchange of information necessary in order to get the requests completed. so we require that someone is available and has the authority to answer questions and make decisions pertaining to the report cards or interims during the summer months while we are working on them. A primary and alternate contact is'cr r t gek vgf 0

School District _____ **School building** _____

Name of Primary Contact _____
Primary Report Card Contact Person (please print)

Alternate Contact _____
Alternate Report Card Contact Person (please print)

Email Address _____
primary alternate

Phone Numbers _____
primary alternate

Additional contact or report information:

