GradeBook Report Card/Interim Request Form
New Creation or Editing of Existing
2026-2027

Districts may elect to print report cards and interims that have standards/assessments that do not require GPA calculations out of GradeBook, (most generally Elementary Buildings). All report card requests and changes must be submitted to MVECA by **June 15, 2026**.

For changes that you want to have done on existing report cards, please email a copy of your report cards/interims with the desired changes to HelpStudent@mveca.org to create a helpdesk ticket.

For MVECA to build a new report card or interim we must have direction from District or Building Administration on how report cards are to be designed.

In an effort to ensure the cards are available at the start of the school year, we ask to have a primary and alternate contact within your building/district. Please make sure these people have the authority to answer questions and make decisions, and will be available during the summer.

District	Building

Primary Contact Name	Primary Email Address	Phone Number
Alternate Contact Name	Alternate Email Address	Phone Number

For the creation of a new Report Card/Interim or rewrite of a current card, please fill out the information below and the following pages:

1. Is this a report card or interim? Report card: ◯ Interim: ◯
2. For which grade level(s) is this report card / interim to be used?
3. Which building(s) will be using this report card / interim?
4. Do you want the Student's Called Name to appear in place of the student's first name? *(The called name is located on the General tab of the student profile in StudentInformation. If no Called Name is entered, the student's first name will auto display.)* Yes: ◯ No: ◯
5. Do you want an overall grade for the courses? Yes: ◯ No: ◯
6. If you answered **Yes** to the prior question, please list the grading scale and marks (i.e., A-F, Percent, SNU, ESN, MPN, Plus, Check, Minus, etc.) to be used by your teachers for the overall grade after the example screen shots:

Example:

Description: Default scale for the district

Seq#	Mark	Point Value	Percent Range		Point Range	
			Starting %	Ending %	Starting Point	Ending Point
1	A	4	94.5	200	3.945	4
2	A-	3.7	89.5	94.49	3.645	3.944
3	B+	3.3	86.5	89.49	3.245	3.644

Example:

Description: S,U Scale

Seq#	Mark	Point Value	Percent Range		Point Range	
			Starting %	Ending %	Starting Point	Ending Point
1	S+	3	86	130	3	4
2	S	2	77	85.99	2	2.99
3	S-	1	70	76.99	1	1.99
4	U	0	0	69.99	0	0.99

If you want the scale to round up, please adjust your percent range accordingly (Please fill out below):

Grading Scale Name _____ Description _____

Sequence #	Mark	Point Value	Percent Range		Point Range	
			Starting %	Ending%	Starting Point	Ending Point

*****If additional rows or multiple grading scales are needed, please make a copy of this page, fill out and attach.**

7. Are the marks "*required*" for entry by the teachers each quarter for the overall grade? Yes: ◯ No: ◯

8. How many columns to show marks for overall mark? Select one
   - ◯ 4 columns (4 Quarters)
   - ◯ 5 columns (4 Quarters and Final)
   - ◯ 6 columns (4 Quarters, 1st & 2nd Sem Avg)
   - ◯ 7 columns (4 Quarters, 1st & 2nd Sem Avg and Final)

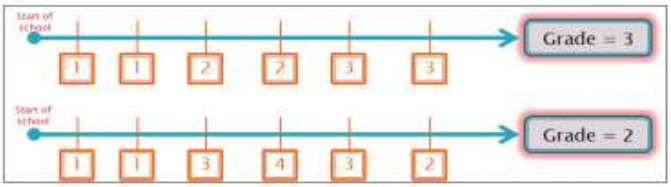
9. How do you want the ***OVERALL GRADE*** calculated? Pick only one
   - Average
   - Power Law
   - Highest Achieved
   - Last Achieved
   - Median
   - Mode
   - Year to Date (YTD)

***Explanation for each type of possible calculation is listed below.** (*Average* is our most popular choice on report cards.)

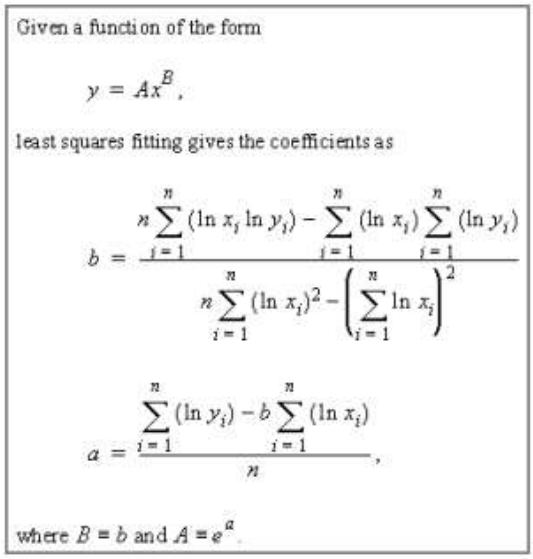
- **None** – Grade or mark is not calculated by GradeBook; teachers must enter the appropriate mark manually.

- **Average** – Calculates average using points or percentages for assignments in the current grading period. If letter grades are used for assignments, the average is calculated based on the point value associated with each letter grade. For example, if A = 4 and B = 3, etc., these point values will be used to calculate the average.

- **Power Law** – Industry-standard algorithm that applies less weight for assignment marks given earlier in the reporting period than for assignment marks given later in the reporting period. This calculation method can be used with numeric as well as alphabetical mark types and must meet the following conditions:
  - At least three assignments must be associated with the assessment
  - All the assignments associated with the assessment must have the same point value
  - All the assignments associated with the assessment must have a weight of 1
  - Does not include missing assignments
  - Does not include excluded assignment marks



Power Law Calculation Method


Given a function of the form

$$y = Ax^B,$$

least squares fitting gives the coefficients as

$$b = \frac{n\sum_{i=1}^{n}(\ln x_i \ln y_i) - \sum_{i=1}^{n}(\ln x_i)\sum_{i=1}^{n}(\ln y_i)}{n\sum_{i=1}^{n}(\ln x_i)^2 - \left(\sum_{i=1}^{n}\ln x_i\right)^2}$$

$$a = \frac{\sum_{i=1}^{n}(\ln y_i) - b\sum_{i=1}^{n}(\ln x_i)}{n},$$

where $B = b$ and $A = e^a$.

Power Law Formula (Method of Mounting Evidence)

- **Highest Achieved** – The highest mark achieved on an assignment in the current grading period. If points are used as the mark type, GradeBook will translate the point value into a percentage for each assignment to determine the highest mark. If letter grades are used as the mark type, the letter grade with the highest point value is used. Missing assignments are not included.
- **Last Achieved** – The last mark achieved on an assignment based on the assignment due date, not including missing assignments, in the current grading period. If points are used as the mark type, GradeBook translates the last mark achieved point value into a percentage to display as the student's grade.

- **Median** – Calculates average using the middle value of the sorted list of marks in the current reporting period. Given an even number of marks, the two middle values are averaged to calculate the median. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. *This method can be used only on new mark entry screens and is not compatible with classic mark entry.*

- **Mode** – Calculates average using the mark that occurs most frequently in the set of values in the current reporting period. Given multiple mark types occur with the highest frequency, the mark with the higher value is used. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. *This method can be used only on new mark entry screens and is not compatible with classic mark entry.*

- **YTD Average** – Calculates average using points or percentages for assignments from the beginning of the school year to the end of the current grading period. If letter grades are used for assignments, the average is calculated based on the point value associated with each letter grade. For example, if A = 4 and B = 3, etc., these point values are used to calculate the average.

- **YTD Power Law** – Industry-standard algorithm that applies less weight for assignment marks given earlier in the school year than for assignment marks given through the end of the current grading period of the school year. The same conditions must be met as for Power Law.

- **YTD Highest Achieved** – The highest mark achieved on an assignment from the beginning of the school year to the end of the current grading period. If points are used as the mark type, GradeBook translates the point value into a percentage for each assignment to determine the highest mark. If letter grades are used as the mark type, the letter grade with the highest point value will be used. Missing assignments are not included.

- **YTD Last Achieved** – The last mark achieved on an assignment based on the assignment due date, not including missing assignments, from the beginning of the school year to the end of the current grading period. If points are used as the mark type, GradeBook translates the last mark achieved point value into a percentage to display as the student's grade.

- **YTD Median** – Calculates average using the middle value of the sorted list of marks from the beginning of the current school year to the end of the current reporting period. Given an even number of marks, the two middle values are averaged to calculate the median. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. *This method can be used only on new mark entry screens and is not compatible with classic mark entry.*

- **YTD Mode** – Calculates average using the mark that occurs most frequently in the set of values from the beginning of the current school year to the end of the current reporting period. Given multiple mark types occur with the highest frequency, the mark with the higher value is used. All assignments must have the same points possible. Assignment type weights and individual assignment weights cannot be used with this method. *This method can be used only on new mark entry screens and is not compatible with classic mark entry.*

STANDARD/ASSESSMENT GRADING:

10. What grading scale do you want for the standards/assessments? (Examples: A-F, Percent, SNU, ESN, Plus, Check, Minus, etc.)

Example:

Description: OSNU Assessments KG-2

	Seq#	Mark	Point Value	Percent Range		Point Range	
				Starting %	Ending %	Starting Point	Ending Point
	1	O	3	89.5	100	2.5	3
	2	S	2	79.5	89.49	1.5	2.49
	3	N	1	69.5	79.49	0.5	1.49
	4	U	0	0	69.49	0	0.49

If you want the scale to round up, please adjust your percent range accordingly (Please fill out below):

Grading Scale Name _____ Description _____

			Percent Range		Point Range	
Sequence	**Mark**	**Point Value**	**Starting %**	**Ending %**	**Starting Point**	**Ending Point**
1	S+	4	90.00	130.00	3.50	4.00

11. How do you want the ***ASSESSMENT GRADES*** calculated? Pick only one
    - ○ Average
    - ○ Power Law
    - ○ Highest Achieved
    - ○ Last Achieved
    - ◉ Median
    - ○ Mode
    - ○ Year to Date (YTD)

    ****Please refer to the Explanation for each type of possible calculation listed on page 3 & 4.***

12. How many columns to show marks for standards/assessments? Select one

    - ○ 4 columns (4 Quarters)
    - ○ 5 columns (4 Quarters and Final)
    - ○ 6 columns (4 Quarters, 1st & 2nd Sem Avg)
    - ○ 7 columns (4 Quarters, 1st & 2ndSem Avg and Final)

13. List your assessments on an additional sheet for each subject. (Please denote what is a "graded" field and what is a "heading" field.)

    In the Example shown to the right, ***Counting and Cardinality*** *is a sub-heading field, it is not to be graded.*

MATH	1	2	3	4
Letter Grade	B			
Counting and Cardinality				
Counts to 100 by 1's	^			
Counts to 100 by 10's				
Counts forward beginning from a given number				
Write numbers from 1-20	^			
Counts a group of objects and writes the number to match (0-20)	^			
Compares 2 groups of objects to tell which is greater, less than or equal	^			
Compares 2 written numbers between 1-10	^			

    You can send an Excel Spreadsheet or Word document, similar to what is shown above, with the information for each subject area as shown below.

    Math:
    Letter Grade (with mark A-F available)
    Counting and Cardinality (Greyed out, heading)
    Counts to 100 by 1's (with mark available of +,=,^, --)
    Counts to 100 by 10's (with mark available of +,=,^, --)
    Counts forward beginning from a given number (with mark available of +,=,^, --)
    Write numbers from 1-20 (with mark of +,=,^, --)
    Counts a group of objects and writes the number to match (0-20) (with mark of +,=,^, --)
    Compares 2 groups of objects to tell which is greater, less than or equal (with mark of +,=,^, --)
    Compares 2 written numbers between 1-10 (with mark of +,=,^, --)

14. If certain standards are to be "greyed" out for specific grading periods, please denote that as well. Many times, a certain standard/assessment may not be taught until the end of the year so we can grey it out so parents will not expect to see a mark.

WRITTEN LANGUAGE	1	2	3	4	Final
Letter Grade					
Stays on topic					
Spaces between words					
Uses details in writing					
Uses capitals at beginning of sentences					
Uses end punctuation in writing					

Courses such as Social Development/Work Habits or Specials (PE, Art, Music) may be graded differently than other subject areas. Please be sure to note if you would like these subject areas to have different mark types and grading scale.

15. Are marks "*required*" for entry by teachers each quarter for the standards/assessments grade? ◯ Yes ◯ No

16. What style of report card do you want? *(select only one)*

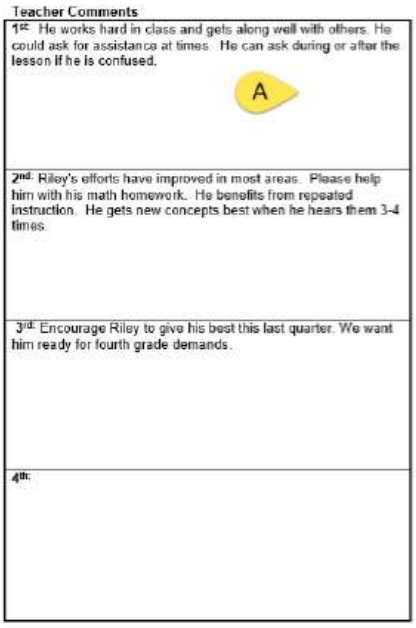
◯ **A.** 8 ½ x 11 landscape 2 columns ◯ **B.** 8 ½ x 14 (legal) portrait

◯ **C.** 8 ½ x 11 portrait ◯ **D.** Legal tri-fold ◯ **E.** 11 x 17 landscape 2 columns

17. What type of comment section do you want?

☐ **A.** Homeroom teacher comments to show all year long in a "large box" comment area?
☐ **B.** Small - Large 9-week course comment box by individual course teacher?
☐ **C.** Small 9-week course comment box by individual course teacher that shows yearlong for comments?

Depending on the stye of your report card, your comment options may be limited


Teacher Comments

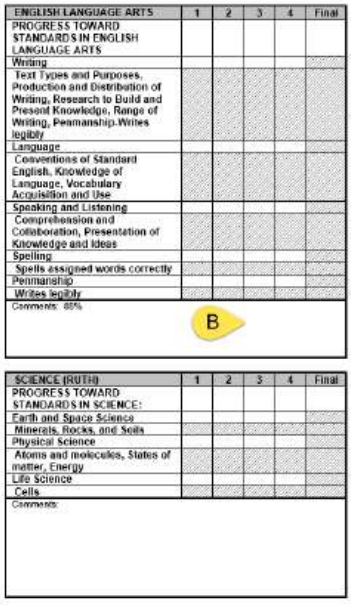
1st: He works hard in class and gets along well with others. He could ask for assistance at times. He can ask during or after the lesson if he is confused.

A

2nd: Riley's efforts have improved in most areas. Please help him with his math homework. He benefits from repeated instruction. He gets new concepts best when he hears them 3-4 times.

3rd: Encourage Riley to give his best this last quarter. We want him ready for fourth grade demands.

4th:

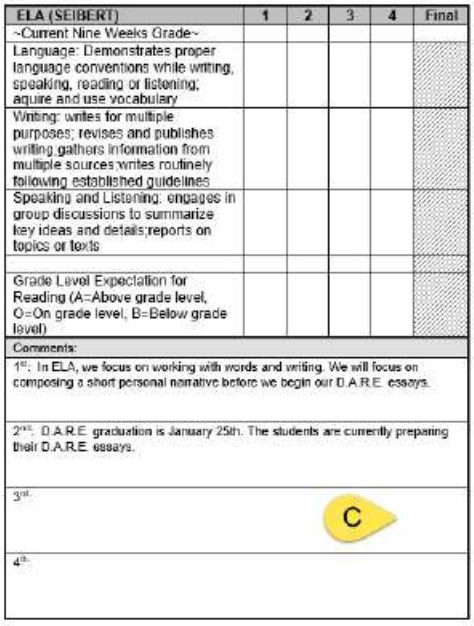

ENGLISH LANGUAGE ARTS	1	2	3	4	Final
PROGRESS TOWARD STANDARDS IN ENGLISH LANGUAGE ARTS					
Writing					
Text Types and Purposes, Production and Distribution of Writing, Research to Build and Present Knowledge, Range of Writing, Penmanship.Writes legibly					
Language					
Conventions of Standard English, Knowledge of Language, Vocabulary Acquisition and Use					
Speaking and Listening					
Comprehension and Collaboration, Presentation of Knowledge and Ideas					
Spelling					
Spells assigned words correctly					
Penmanship					
Writes legibly					

Comments: 85%

B

SCIENCE (RUTH)	1	2	3	4	Final
PROGRESS TOWARD STANDARDS IN SCIENCE:					
Earth and Space Science					
Minerals, Rocks, and Soils					
Physical Science					
Atoms and molecules, States of matter, Energy					
Life Science					
Cells					

Comments:


ELA (SEIBERT)	1	2	3	4	Final
~Current Nine Weeks Grade~					
Language: Demonstrates proper language conventions while writing, speaking, reading or listening; aquire and use vocabulary					
Writing: writes for multiple purposes; revises and publishes writing;gathers information from multiple sources;writes routinely following established guidelines					
Speaking and Listening: engages in group discussions to summarize key ideas and details;reports on topics or texts					
Grade Level Expectation for Reading (A=Above grade level, O=On grade level, B=Below grade level)					

Comments:

1st: In ELA, we focus on working with words and writing. We will focus on composing a short personal narrative before we begin our D.A.R.E. essays.

2nd: D.A.R.E. graduation is January 25th. The students are currently preparing their D.A.R.E. essays.

3rd:

C

4th:

Please Note: Attendance courses must be created and scheduled to students in StudentInformation for each teacher responsible for entering attendance, comments and end of year placement information on the report card for their students.

18. Attendance Hours and Tardies can be added to GradeBook Report Cards from StudentInformation, select as many of the below options as wanted:

    ☐ Please add Hours Present (from StudentInformation)

    ☐ Please add Hours Absent (from StudentInformation)

    ☐ Please add number of times Tardy (from StudentInformation)

Attendance Hours	1	2	3	4
Hours Present				
Hours Absent				
Times Tardy				

19. Would you like to add End of Year Placement to the report card? The teachers would have the ability to fill this in at the end of the School year. ☐ **YES** ☐ **NO**

End of Year Placement
Promoted to grade _____
Placed in grade _____
Retained in grade _____

20. Would you like to add your district logo to the report card? ☐ **YES** ☐ **NO**
    If Yes, please submit an image no larger than 450x450 pixels

Please list any additional information:

_____

_____

_____

_____

This completed form is due to MVECA by June 15, 2026.

Please email this document and any additional attachments to HelpStudent@mveca.org to create a helpdesk ticket. Once we receive this information, we will build the report card/interim to match the request; we are limited to the template pieces available in the software application, so we may not be able to get an exact match but will come as close as we can.
***Draft copies of the newly built report card/interim will be sent to you/your district for final approval.**

Please note: Report card changes will not be made after the start of the new school year.

mveca
miami valley educational computer association