GradeBook Required Setup

2026/2027 School Year

Please complete this form for each building in your district. One form for multiple buildings can be used if the buildings share the same features/marks/dates/other settings. Return the completed form no later than **June 15, 2026** by emailing it to Helpstudent@mveca.org from which a ticket will be created.

District	Building
Name (filling out this form)	Summer Contact Name
Summer Contact Email	Summer Contact Phone

1. **Grade Levels:** List the grade levels that are at this building? _____

2. Check the following features that your building will use for the **2026/2027** school year:

☐ **No changes from 25-26 school year** OR

☐ Parent/Student Access
☐ Lunch Counts
☐ Daily Attendance
☐ Period Attendance
☐ Student Status Code View
☐ Require paper copy of report card/interim for all students in the PDF print file

☐ StudentInformation Report Cards/Interims
☐ GradeBook Report Cards/Interims
☐ Discipline - Enables the role of Teacher, Guidance, Clerk, Principal the ability to enter discipline incidents in GradeBook - ***Additional security setup may be required by your Security Admin***

3. **Student Search** - Allow teachers to search within: ☐ **No changes from 25-26 school year** OR

☐ Teacher's Classes ☐ Teacher's School ☐ Entire District

4. **StudentInformation Alerts**–Allow staff to see alerts on students: ☐ **No changes from 25-26 school year** OR ☐ Medical ☐ Custody ☐ Miscellaneous ☐ Disability

5. **Case Management Classes (**built in GradeBook): would you like the student rosters to be removed to allow teachers to update them fresh for the new school year? ☐ **Yes** ☐ **No**

6. **Case Management Classes (**built in GradeBook): would you like case management classes to be removed if the teacher(s) did not use in the prior school year? ☐ **Yes** ☐ **No**

7. **Configuration:** If your building uses standards-based report cards, (commonly used in elementary bldgs.), MVECA can set up teachers' grade books to automatically apply the Custom Setup 2 Grading Scale Setup which allows teachers to map assignments to the custom assessments on the report card.

   Would you like MVECA to push out this Setup for your building's elementary report cards?
   ☐ **No** ☐ **Yes** If Yes, for which grade levels? _____

8. **New Courses:** List new courses that have been created in StudentInformation for the new school year that will need linked to GradeBook Report Cards, (typically elementary courses).
Do not list courses that would display on report cards (R700's) that are run out of StudentInformation.

StudentInformation Course Name	StudentInformation Course Code	Grade Level
Example: Reading01	Rdg1	1st

9. **Inactive/Deleted Courses:** List courses that have been inactivated or deleted in StudentInformation that will need un-linked from GradeBook Report Cards, (typically elementary courses). *Do not list inactive or Deleted Courses that would display on report cards (R700's) that are run out of StudentInformation.*

StudentInformation Course Name	StudentInformation Course Code	Grade Level
Example: Language Arts	ELA5	5th

10. **Student Status Code View:** The student status code of a student in StudentInformation will display on the Class Dashboard in GradeBook for your teachers. These status codes are manually maintained in GradeBook.

☐ **No changes from 25-26 school year** OR

Enter the student status codes below:

Student Status Code	Code Description	Active? Yes/No
Example: A	Active Resident	☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No
		☐ Yes ☐ No

11. Daily and Period Attendance: Any new absence types/codes must be entered in StudentInformation and will integrate over to GradeBook.

☐ **No changes from 25-26 school year** OR

Enter Absence types/codes in the below table and indicate if the code is to be made available for teachers to use when taking daily attendance and/or period attendance:

Absence Code	Description	Make Available for Daily Attendance	Make Available for Period Attendance
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No
		☐ Yes ☐ No	☐ Yes ☐ No

12. Lunch Counts: ☐ **No changes from 25-26 school year** OR ☐ Not applicable

If teachers are required to enter lunch counts in GradeBook, list the available lunch choices below (ex: full tray, salad, extra milk). ***Note:*** *The Cafeteria Role in GradeBook can modify these choices as necessary.*

Lunch Choices		

13. Mark Types and Grading Scales: Marks that GradeBook report cards send over to StudentInformation or report cards that are run out of StudentInformation are entered into StudentInformation on the Marks Maintenance Screen. Please review and verify that everything is correct in StudentInformation on the Marks Maintenance Screen. The breadcrumb trail in StudentInformation: *StudentInformation>Management>SchoolAdministration>Marks Administration Menu>Marks*

If grade level(s) in your building print report cards out of GradeBook and do not send marks over to StudentInformation, it isn't necessary to use StudentInformation marks. GradeBook marks can be customized further by adding the mark types within GradeBook, (i.e., +, /, - O, S, U 1,2,3,4 etc.).

In addition, it is necessary to use two decimal places on the starting and ending percentage ranges to ensure that all calculated percentages are tied to a mark. We also recommend using a 130 percent for your highest ending percent range to account for extra credit.

☐ **No changes from 25-26 school year** OR

If you are making changes to the mark types and or grading scale(s) for the 26/27 school year fill in the table below. Please make copies of this page and the next as needed for multiple scales being changed or added.

Grading Scale Name _____ Description _____

			Percent Range		Point Range	
Mark	**Description**	**Point Value**	**Starting %**	**Ending %**	**Starting Point**	**Ending Point**
S+	Above Average	4	90.00	130.00	3.500	4.00
A+	Excellent	4.33	99.00	130.00	4.165	4.33

			Percent Range	Point Range		
Mark	**Description**	**Point Value**	**Starting %**	**Ending %**	**Mark**	**Description**

14. **Reporting Periods**: Enter building reporting period dates, interim and report card teacher entry dates. The publish date allows for a report card grade grid view in ParentAccess for your students and parents. *Note: Report Cards and Interims will need to be finalized in GradeBook and published to ParentAccess from within StudentInformation for parents/students to see a paper copy.*

	Beginning Date:	**Ending Date:**	**Publish Date** *(displays on ParentAccess)***:**
1st Quarter Dates			
1st Quarter Interim Cut-off Date			
1st Quarter Interim Entry Dates			
1st Qtr Report Card Entry Dates			
2nd Quarter Dates			
2nd Quarter Interim Cut-off			
2nd Quarter Interim Entry Date			
2nd Qtr Report Card Entry Dates			
1st Semester Dates			
1st Sem Avg Rept Card Entry			
Final Report Card Entry Dates			

(Does the final window need opened to enter final marks for 1st semester only classes or quarter only classes?)

	Beginning Date:	Ending Date:	Publish Date *(displays on ParentAccess)*:
3rd Quarter Dates			
3rd Quarter Interim Cut-off			
3rd Quarter Interim Entry Dates			
3rd Qtr Report Card Entry Dates			
4th Quarter Dates			
4th Quarter Interim Cut-off			
4th Quarter Interim Entry Dates			
4th Qtr Report Card Entry Dates			
2nd Semester Dates			
2nd Sem Avg Rept Card Entry Dates			
Final Report Card Entry Dates			
1st Trimester Dates			
1st Trimester Interim Entry			
1st Tri Report Card Entry Dates			
2nd Trimester Dates			
2nd Trimester Interim Entry			
2nd Tri Report Card Entry Dates			
3rd Trimester Dates			
3rd Trimester Interim Entry			
3rd Tri Report Card Entry Dates			

Reporting Periods

If your school uses reporting periods that are not based on quarter, semester or trimester reporting periods, please enter that information below. ***Be sure to include teacher report card entry beginning and end dates, and interim entry beginning and end dates when applicable*.**

Reporting Period	Beginning Date	Ending Date	Publish Date

15. **Accelerated Students:** Will you have accelerated students that would require the student(s) to have multiple report cards or should the accelerated class be linked to the student's current grade level report card? Please describe the scenario, (list student, grade level, accelerated course code, etc.):

16. **Other:**
In the below space please note anything you would like to make us aware of. This would include any changes such as building name changes, grade level changes, wanting to store marks in StudentInformation, switching from alpha to numeric or numeric to alpha marks, etc.

Please Note:

If you would like elementary report cards printed from GradeBook (standards-based or traditional) and they need to be built, please submit a Report Card Request Form along with a template (a sample report card) by **June 15, 2026**.

For existing GradeBook report cards that require updates, please submit the Report Card Request Form along with a copy of last year's report card showing any penciled-in changes. These materials must also be received by **June 15, 2026**.

Report Card changes will not be made after the start of the new school year.

Please email the completed document for each building by June 15, 2026 to Helpstudent@mveca.org

Thank You for completing the 2026-2027 GradeBook Setup Document.