


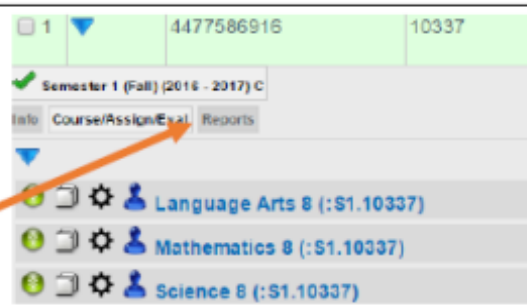
# TK8 Report Cards

HSTs with TK8 students will be responsible for sending report cards to their students at the end of each semester. Report cards should be completed and sent out by the deadline listed below.

**Step 1:** Jump into scope, Teachers > Student Roster. Under roster options, click on Expand/Collapse Students: and scroll down.

Expand/Collapse Students: 

**Step 2:** For all students, click on Reports



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Semester 1 (Fall) (2016 - 2017) C

Info Course/Assign Eval Reports

Language Arts 8 (:S1.10337)

Mathematics 8 (:S1.10337)


Science 8 (:S1.10337)

**Step 3:** For students in TK-5 click on  Rubrics Report Card  
For students in 6-8 click on  Report Card

**Step 4:** All grades will need to be inputted for every subject. The following scale is for TK-5 and 6-8

## Grading Scale for TK-8th:

TK-5 <sup>th</sup>	6-8 <sup>th</sup>
EE= Exceeds Expectations	A= 90-100%
ME= Meets Expectations	B= 80-89%
BE= Below Expectations	C= 70-79%
AR= At Risk	D= 60-69%
	NG= Not Given

**Step 5:** For TK-5th grade HST will write one comment. Look for the "Speech Bubble" to write your comments. Double check spelling and grammar, prior to printing/finalizing.  Saving is automatic

**Step 7:** Click on Print Preview (to ensure information is accurate)>Finalize>Print Finalize

**Step 6:** For 6-8<sup>th</sup> grade HST will write a comment for each subject (Ask director for any updates). Comments are available for personalization.

Evaluative | General | Language Arts |

**Step 8:** Print or provide two copies.

1. Parent (can be PDF and sent by email if preferred)
2. Self (can be PDF and stored in secure file on computer)

**\*Please contact director for any updates in report card messaging and delivery.**

**Step 9:** Mail all report cards to families, (Optional)

-All mail to family should be addressed "To the parents of Student First/Last Name."