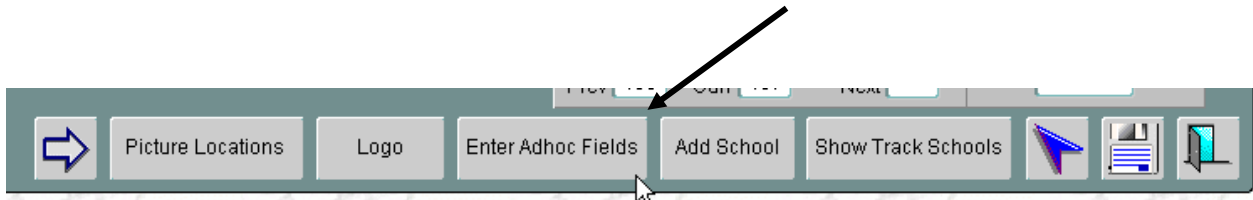


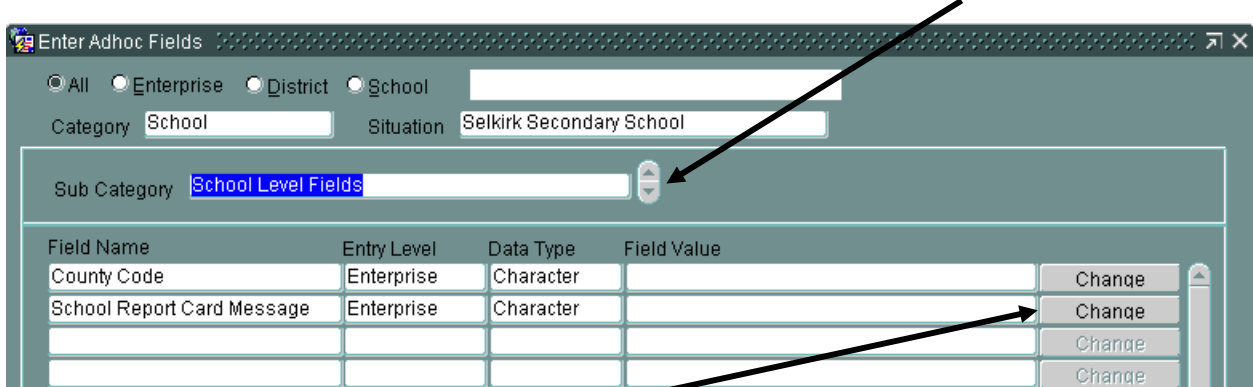
School Message For Secondary Report Cards

A school or principal's message can be included at the top of the report card. To access the School Report Card Message navigate, School > School Information > School Details

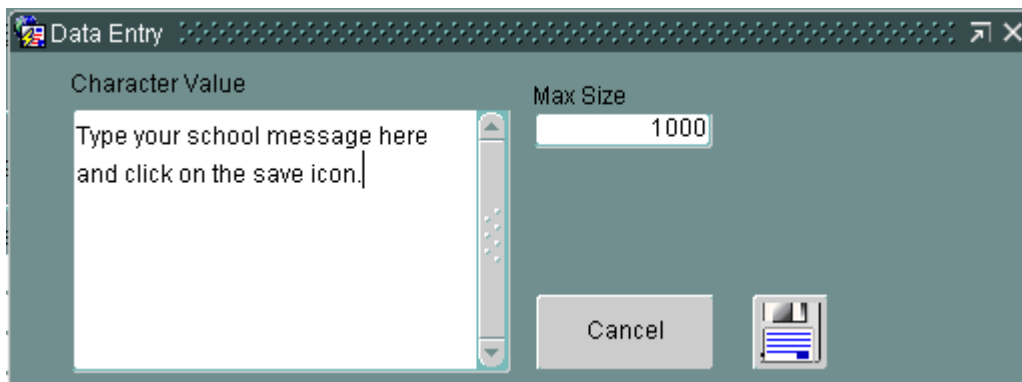
At the bottom of the School Details screen, select Enter Adhoc Fields.



From the Adhoc Fields screen, scroll to the Sub Category > School Level Fields.



Click on the Change button for the School Report Card Message.



Printing report cards to include the school message:

When running your report cards, be sure to check, Display School Message.

Report Card Parameters :

Report Card Type Middle Years Secondary

Reporting Term 23-NOV-2007

Sort by By Grade, by Student Name

Student Name Format First Name Preferred Last Name Usual

Suppress Course Teacher Name if same as Homeroom Teacher Name

Display School Final Exam

Display School Message

Display GPA

Parent Signature Required

Print On Both Sides

Run in Background? No

The school message will appear close to the top of the report card.

This report describes the student's learning progress based on provincial learning expectations for each grade level. It is intended to inform parents about learning successes and to guide improvement efforts when needed.

Reminder-Parent Teacher Conferences-November 29th. Please call for an appointment.

TERMS: 1=Nov 22, 2007 2=Feb 14, 2008 3=May 01, 2008 4=Jun 26, 2008

Legend: L.G. - Letter Grade W.H. Work Habits Abs. - Class Absence
