	<b>Technology Services Information Services and Applications</b>	<b>SOP #</b>	TS-ISA-004
		<b>Revision #</b>	
		<b>Implementation Date</b>	7-1-2014
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<b>SOP Owner</b>	John Crumbley	<b>Approval</b>	
<b>SOP Name</b>	Secondary Report Card Print Process		

## Standard Operating Procedure

### **1. Purpose**

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The purpose of this procedure is to produce secondary report cards for mail out.

### **2. Scope**

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This procedure is intended for Information Services and Application staff to process and produce report cards per district report card schedule.

### **3. Prerequisites**

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A report card schedule has come due.


### **4. Responsibilities**

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The ISA staff will process all necessary information and produce an electronic document of report cards for each school.

The ISA staff will print, fold and seal each report card.

The ISA staff will deliver report cards to the sorting service.

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## 5. Procedure

#	Step	Responsibility
1	Each campus registrar will notify Information Services and Applications that the grade collection process has been completed.	Campus
2	Information Services and Applications team member receives the completion notice.	ISA
3	Information Services and Applications team will calculate attendance and post attendance information to the Report Card Summary in eSchoolPLUS.	ISA
4	Information Services and Applications team will process a program to update any excessive absence flags to move grade from a number to a number preceded by a K.	ISA
5	Information Services and Applications will process Generate MR data warehouse job to post report card information to make the printable report card available.	ISA
6	Information Services and Applications will process a Cognos program to generate a pdf version of report cards.	ISA
7	Information Services and Applications will print, fold and seal the report cards.	ISA
8	Mailroom personnel will collect report cards and send to the sorting company to sort and mail report cards.	MR