



Elementary Administrator's Guide to Report Card Processing

Provided by –

System Accountability & School Improvement (SASI)
Student Information Systems

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"Our mission is to provide comprehensive resources to foster student achievement, decision-making and staff efficiency."

General Information

- All report card-related documentation for administrative staff is housed online. This includes the official report card processing schedule. <http://education.fcps.org/techservices/node/314>
- All teachers have online access to report card related documentation thru TAC Tools.
- Teachers have access to complete report card data entry anytime during the current marking period. They are not restricted to three (3) contractual days after the term end date.
- Teachers should complete their data entry by 8:00 a.m. on specified due date. Due dates are noted on the official report card processing schedule.
- It is crucial teachers use the tools available to them to VALIDATE their data entry prior to communicating to administrative staff they are done. It is an expectation teachers are validating their data.
- Teachers can make report card revisions up until report cards go home with students. After report cards go home with students, your administrative staff can make any report card updates and reprint as needed.
 - Teachers & administrative staff both have access to the same fields of data related to report cards. Teachers use TAC to access these fields and administrative staff use eSchoolPLUS.
- On the grade due date as indicated on the official report card processing schedule, your administrative staff should verify all teachers have completed their data entry PRIOR to submitting the Elementary Report Card Processing form. Processing forms should be submitted as soon as possible after the instructional day begins.
 - The processing form is an online form <https://forms.fcps.org/rcp/rcpentry.php>

Elementary School REPORT CARD PROCESSING SCHEDULE FOR 2014-2015 (SY'15)

Term	Elementary Interims to be Issued	Terms Ends 3:00 PM	Teachers enter term grade information into TAC & Secretaries submit processing forms By 8:00 AM	Report Card files generated and validated by SIS Team prior to sending job to printer	Official Report Cards Arrive in Schools via Courier Mail	Teachers Review/ Corrections Completed as Needed by School	Report Cards To Be Distributed
1	Wednesday, 9/24/2014	Friday, Oct. 31, 2014	Friday, 11/7/2014	Monday, 11/10/2014	Thursday, 11/13/2014	Friday, 11/14/2014	Monday, 11/17/2014

- Report card files (PDF) are generated by the SIS Team and emailed to schools for proofing, printing & distribution. Schools print report card files onsite.
- Teachers requiring assistance should contact the eSchoolPLUS Help Desk at eschoolplus@fcps.org or by calling internal ext. 45433 or 301-644-5337 from cell or home phone.



- (1) Encourage teachers to log into their gradebooks early & identify any issues with their student rosters and/or entering data. Teachers should contact your front office staff if there are class roster issues and the eSchoolPLUS Help Desk for all other issues.
 - a. If a teacher does not have access to a particular student in their class roster, this is a scheduling issue your front office staff will resolve.
- (2) Teachers should not wait until the scheduled teacher work day prior to the data entry deadline to begin their data entry. There is high volume of users at that time affecting system performance. It is best to get a head start on completing report card data entry.
- (3) Teachers should produce a DRAFT copy of their report cards and review them online for missing data; either their own entry or possibly the specials teachers. If all students are missing and Art, Music or PE mark, communicate with your specials teacher to ensure their data entry is accurate and complete.
- (4) Encourage continued professional development within the school to ensure all teachers are aware of and understand the tools available to them to support report card processing.
- (5) Validate all data entry!**

Validation Tools for Teachers

Accessing the Missing Marks Report -

1. Log into TAC
2. Navigate to Tools
3. Click on Missing Marks
4. Review report onscreen and make necessary adjustments



FCPS Report Card Verification
Technology Services Division

Homeroom Student List for:

Homeroom Student Count: 19

Marking Period: M2

NOTE: This page will display any missing **Term Grades** or **Personal And Social Development** marks for the current default marking period. Social Studies and Science will display in Yellow and all other Term Grades will display in Red. The number of missing Learning Skills will be displayed in Orange boxes.

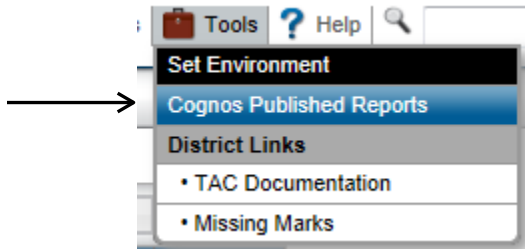
Student Name	Description	Mark_Type	Mark Value
Justin	Art Grade 4	Effort Grade	?
	Art Grade 4	Term Grade	?
	Homeroom	Personal and Social Development	Missing 13 Personal-Social Dev Marks
	Mathematics Grade 4	Inst. Level - Math	?
	Mathematics Grade 4	APS Grade	?
	Mathematics Grade 4	Term Grade	?
	Mathematics Grade 4	Effort Grade	?
	Music Grade 4	Effort Grade	?
	Music Grade 4	Term Grade	?
	Physical Education Grade 4	Effort Grade	?
	Physical Education Grade 4	Term Grade	?
	Reading Grade 4	Inst. Level - Reading	?
	Reading Grade 4	Effort Grade	?
	Reading Grade 4	Term Grade	?
Science Grade 4	Effort Grade	?	

The report is color coded to ensure ease of use for teachers:

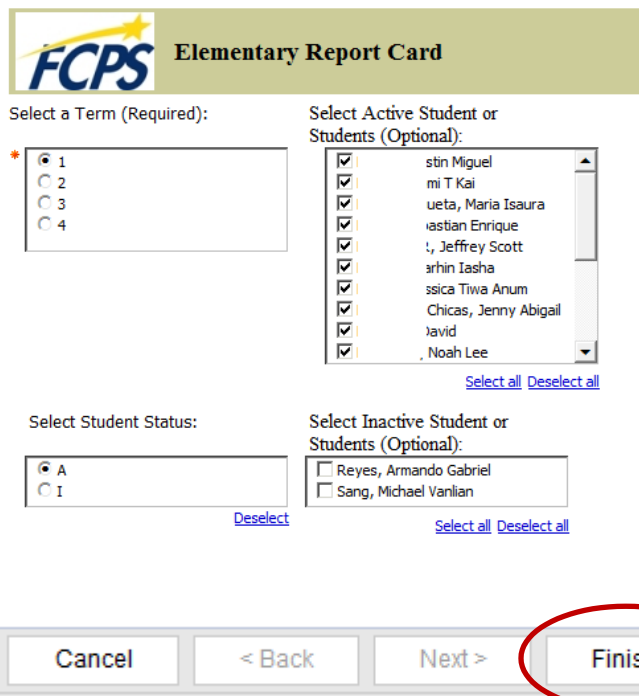
- **Red** indicates a term grade is missing.
- **Yellow** indicates a term grade in Science/Social Studies is missing. Depending on when these courses are instructed this may or may not be an actual error.
- **Orange** indicates missing Learning Skills.

Producing DRAFT Elementary Report Cards for validation –

1. Log into TAC
2. Select Tools/Cognos Published Reports



3. Select folder - TAC Classroom Teacher Use Only
4. Select folder - Elementary Reports
5. Click on the only available report - Elementary Report Card
6. Answer Prompts
7. Click on Finish to produce the PDF that can be saved, viewed on screen or printed

A screenshot of the 'FCPS Elementary Report Card' form. The form has a header with the FCPS logo and the title 'Elementary Report Card'. Below the header, there are four main sections for data entry:

- Select a Term (Required):** A radio button selection with options 1, 2, 3, and 4. Option 1 is selected.
- Select Active Student or Students (Optional):** A list box containing names of students, all of whom have their selection checkboxes checked. Below the list are links for 'Select all' and 'Deselect all'.
- Select Student Status:** A radio button selection with options A and I. Option A is selected. Below the selection is a 'Deselect' link.
- Select Inactive Student or Students (Optional):** A list box containing names of inactive students, with their selection checkboxes unchecked. Below the list are links for 'Select all' and 'Deselect all'.

At the bottom of the form, there is a navigation bar with buttons for 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Finish' button is circled in red.