

Marks Verification Report Card Process

- 1.) Teacher prints out the Marks Verification Summary Reports for strands and for CSL's
 - a. Purpose – ensure all columns and all marks are what you want them to be. These marks will export.
 - 2.) Teacher signs report and initials all blank columns (eg: life science blank, that's ok we didn't teach it this term, initial that is ok)
 - a. Programming codes do not appear – please ensure programming codes are done at this point as well.
 - 3.) School Admin. collects all Marks Verification sheets and requests export
 - 4.) Central Office executes and verifies export.
 - 5.) School Admin./Secretaries print marks verification sheets from Maplewood and distributes to teachers. OR Teachers print and hand in to Admin.
 - a. Purpose – ensure programming codes are complete and to verify what will print.
 - b. Secondary Purpose – handy print out of all student marks for interviews.
 - 6.) Comments are completed and any online proofreading occurs
 - 7.) School Administrator advises Central Office they are ready to print when all marks are verified.
 - 8.) Central office deploys report card to school for printing.**
 - 9.) Report cards are printed to pdf for additional proofing and to paper.
 - 10.) Secretaries save the report cards in the designated report card folder
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Marks Verification Checklist:

Date: _____ Print Marks Verification Summary from Students Achieve

Export Date: _____

Date: _____ Print Marks Verification from Maplewood

Report Cards Go Home Date: _____