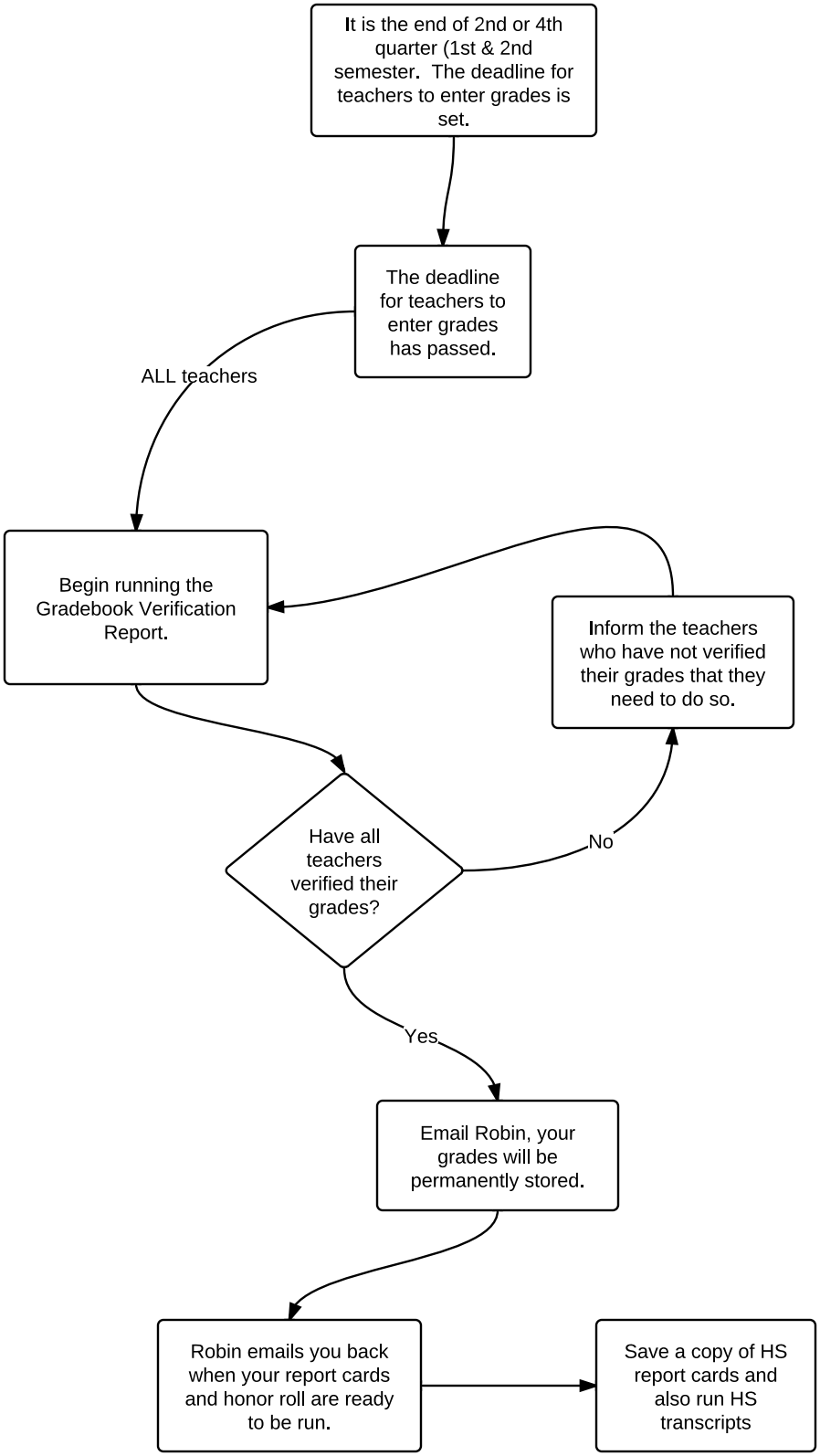
It is the end of 2nd or 4th quarter (1st & 2nd semester. The deadline for teachers to enter grades is set.
The deadline for teachers to enter grades has passed.
ALL teachers
Begin running the Gradebook Verification Report.
Inform the teachers who have not verified their grades that they need to do so.
Have all teachers verified their grades?
No
Yes
Email Robin, your grades will be permanently stored.
Robin emails you back when your report cards and honor roll are ready to be run.
Save a copy of HS report cards and also run HS transcripts