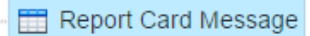


Add Your Report Card Message

Schools have the option to add an overall message to report cards. This message will print on the bottom of every report card generated for your school and cannot exceed 330 characters.



Only your schools APC can enter the report card message.

Add a Message:

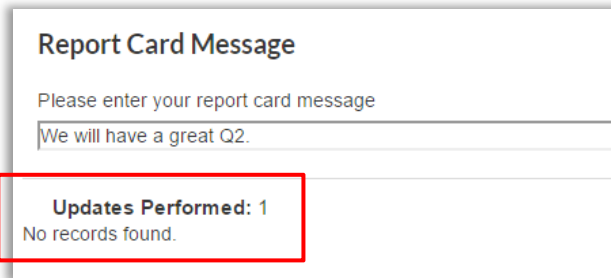
1. Click the Reports tab.
2. Select District Reports.
3. Select the Report Cards folder.
4. Select Report Card Message.
5. Enter your report card message in the field provided.
6. Click Run Report.
7. The "Updates Performed: 1" message will display. Disregard the message "No records found."

Edit the Message

1. Make changes as needed.
2. Click Run Report.

Remove Message Content

1. Select the report card message content.
2. Press the delete key on the keyboard, to remove the message content from the field.
3. Click Run Report.



Note: The use of certain punctuation (apostrophe) may cause the following error message to appear.

