

Report Card Entry – Parent/Teacher Conference Events

It is very important to capture and record parent/teacher conferences in the Interim Progress Report – and/or – Report Card.

House Bill 525 requires that each parent/guardian attend at least one conference by December 15th of each school year. This information is reported to the State and is aligned with a District Goal for the 2016 school year.

Teachers should continue to input conference events throughout the school year so that the District can report on conference trends. In the case of K-8 students, the primary teacher need only input a conference value for one of the student courses.

Teacher Access Center

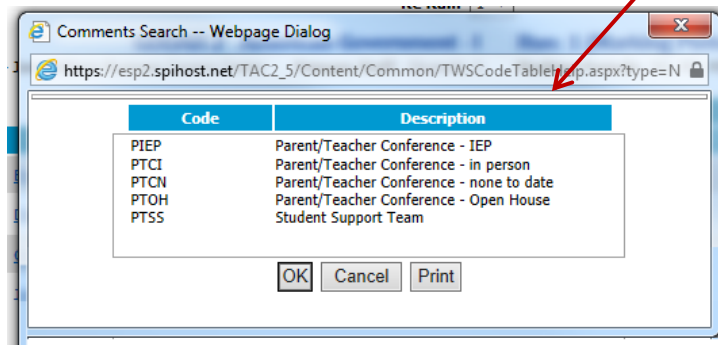
Enter Report Cards

RC Run: 1

Building: GI
Primary Staff: _____
 Run: 1 (Marking Period M1)
Marking Periods: M1, M2, M3, M4 **Period:** 1 **Days:** M, T, W, R, F

Student	Marks		Comments				Absences	
	NMP	Ovr:	CM1	CM2	CM3	CONFR	A	T
Br	<input type="text"/> ↓	<input type="checkbox"/>	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	2	4
Di	<input type="text"/> ↓	<input type="checkbox"/>	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	0	1
Gi	<input type="text"/> ↓	<input type="checkbox"/>	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	0	1
Jo	<input type="text"/> ↓	<input type="checkbox"/>	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	3	2
Mi	<input type="text"/> ↓	<input type="checkbox"/>	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	2	7
Ni	<input type="text"/> ↓	<input type="checkbox"/>	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	2	7
Tr	<input type="text"/> ↓	<input type="checkbox"/>	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	7	4
W	<input type="text"/> ↓	<input type="checkbox"/>	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	<input type="text"/> ↓	8	2

Parent/teacher conference events are entered into the CONFR column. From the pull-down menu, the choices are shown below. Select a conference by clicking on the row for the type of parent/teacher conference and then clicking on the OK button.



Report Card Entry – Parent/Teacher Conference Events, continued

After the conference type is entered, the value will display in the CONFR field for the student selected. The example below shows a value of PTCI which is an in-person conference of the parent/guardian and the teacher. This PTCI value will also display on the report card.

Note: The conference entry column can remain open for input even after the marks column is closed.

Teacher Access Center

Enter Report Cards

Save
My Classes
Summary
Enter Competencies

RC Run: 1

Building: **G**

Run: 1 (Marking Period M1)

Primary Staff: _____

Marking Periods: M1, M2, M3, M4 Period: 1 Days: M, T, W, R, F

Student	Marks		Comments				Absences	
	NMP	Ovr:	CM1	CM2	CM3	CONFR	A	T
Br	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	PTCI <input type="text"/>	2	4
Di	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	1
Ga	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	1
Jol	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	2
Mi	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	7
Ne	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	7
Tr	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	7	4
Wl	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8	2

Save
My Classes
Summary