



Instructions for Opening and Processing Prekindergarten Report Card

General Instructions:

1. To save document, Hold control button, click on attachment, to go 'save as', pull down screen to your folder and save.
2. **Please do not change the font, size or anything on the master**

Changes to Report Card:

3. Please note the **new symbols**:
 - a. **A-** Has Accomplished, **P** – Making Progress, **N** – Needs More Time to Develop, **blank** Not Assessed
4. Note the **new comment** in the last box under Intellectual Development:
 - a. Uses English Language Skills Effectively

Filling out Report Card Manually:

5. If you are going to use the **paper version**, type in the campus, principal name, and teacher name. Save the document, then print. This will be your master to run copies.

Filling out Report Card Electronically:

6. If you are using the **electronic version**, type in the campus, principal name, and teacher name. Save the document so you will not have to type it for each report card.
7. When you are typing in your symbols, (grades) you will need to click to the next box to access it, rather than tabbing over.
8. ~~To strike~~ through the items that are mastered on report card you must:
 - a. Highlight mastered item(s),
 - b. Go to format
 - c. Click Font
 - d. Under Effects: check strikethrough
 - e. Then OK
 - f. Don't forget to "save as" under student's name.

Example: Identifies shapes – ~~circle~~, square, ~~triangle~~, rectangle
(Striking through shows that these shapes are mastered.)

9. **Comment Boxes:**

- a. You will be able to type **three lines** per comment box on **PAGE 1**.
- b. You will be able to type **two lines** per comment box on **PAGE 2**.