

Report Card Guidelines & Responsibilities:

things we have learned over the years to be true.....

- If you plan to Copy/Paste comments from a word processor into the database (recommended) the font to select in the word processor is **10-point Arial** (Mac and Windows.) If typing directly into the database, the correct font is set for you. **Tip: Spell-checking comments in a word processor will be quicker than checking each individual comment once in the database.**
- Use the **Return**, or Enter, key at the end of each paragraph but not at the end of each line.
- **Separate paragraphs with a blank line** rather than indenting. (The Tab key in the database moves the cursor from one field to another. Using the space bar to indent leads to unaligned printing.)
- teachers need to write down who their proof reader partner is in the LS office on a list Sandy and Rebecca will prepare
- spell check prior to copy and pasting comments in a word processing application
- make sure you use dates **prior** to writing your comments & be consistent in whatever format you choose  
Ex: 10/1/2006 ([follow the format of the lead teacher](#))
- All comments should be consecutive by date with the lead teachers comment heading up the pack each quarter, all resource teachers comments should follow the classroom teacher.
- the [required font in the LS is Arial](#)
- All Lead teachers are expected to write comments **every** Qtr.
- make sure you type your full name after writing your comments
- it is the proofreaders responsibility to e-mail Mary, Edi and Donna as soon as you have completed proofing for your partner so they can begin reading. (cc: Donna Becker)

Updated 10/17/06

- please inform Jonathan Corley copying Donna Becker if you experience any strange activity while working with FileMaker Pro at home or at school as soon as you notice it.
- please e-mail Jonathan and Donna if students have dropped from Lovett or appear on your list but are not in your class or in the event you see duplicate names
- If students are not getting a grade in a class for whatever reason please make sure to fill the grade box with **N/A**
- Please do not overuse **bold**, **ALL CAPITAL LETTERS**, or underlining.
- Do not hit the Enter/Return key while in a grade box field. Instead, use the TAB key or just click in the next box you'd like to enter information in. If you do hit return you will need to delete the additional space just created.
- **Proofreaders** are responsible for editing, which includes checking for spelling errors, punctuation, spacing problems and reducing font size if necessary.