

## eSchool Interim Progress Reports Checklist

<b>District:</b>	<b>Building(s):</b>
<b>Contact(s):</b>	<b>e-mail:</b>
<b>Phone &amp; Extension:</b>	<b>School Year:</b>

If you will be entirely processing and mailing your own IPRs, check box and return.

**ONLY** if you did not check the above box, complete the following information for the processing of your IPRs.

1. Please indicate your anticipated mailing date for each IPR run:

IPR RUN 1 \_\_\_/\_\_\_/\_\_\_ IPR RUN 2 \_\_\_/\_\_\_/\_\_\_ IPR RUN 3 \_\_\_/\_\_\_/\_\_\_ IPR RUN 4 \_\_\_/\_\_\_/\_\_\_

2. Would you like us to share the report card file with you? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Attendance to be included on the IPRs: Class \_\_\_\_\_ Daily \_\_\_\_\_ Both \_\_\_\_\_ None \_\_\_\_\_

4. Select one:

\_\_\_\_\_ Send cards to student address only  
 \_\_\_\_\_ Send cards to those flagged in Registration

5. Do you want courses without marks or comments to be included on the IPRs?

Yes \_\_\_\_\_ No \_\_\_\_\_

6. Earliest Withdrawal Date for Inactive Students:  
 (Students withdrawn **BEFORE** this date **WILL NOT** get an IPR.)

IPR RUN 1 \_\_\_/\_\_\_/\_\_\_ IPR RUN 2 \_\_\_/\_\_\_/\_\_\_ IPR RUN 3 \_\_\_/\_\_\_/\_\_\_ IPR RUN 4 \_\_\_/\_\_\_/\_\_\_

7. Sorting of IPRs (select one):

\_\_\_\_\_ Student Name                      \_\_\_\_\_ Homeroom/Student Name  
 \_\_\_\_\_ Counselor/Student Name        \_\_\_\_\_ Grade/Student Name

**Return by attaching to a Service Now ticket, emailing to [eschool@btboces.org](mailto:eschool@btboces.org) or faxing to 607-757-3000.**

## eSchool Report Cards Checklist

<b>District:</b>	<b>Building(s):</b>
<b>Contact(s):</b>	<b>e-mail:</b>
<b>Phone &amp; Extension:</b>	<b>School Year:</b>

If you will be entirely processing and mailing your own report cards, check box and return.

If BOCES will be printing and mailing your report cards, please indicate your anticipated mailing dates:

MP1 \_\_\_/\_\_\_/\_\_\_    MP2 \_\_\_/\_\_\_/\_\_\_    MP3 \_\_\_/\_\_\_/\_\_\_    MP4 \_\_\_/\_\_\_/\_\_\_

If BOCES will be processing your report cards, please complete the following information:

1. Would you like us to share the report card file with you?    Yes \_\_\_    No \_\_\_
2. Attendance to be included on report cards: Class \_\_\_    Daily \_\_\_    Both \_\_\_    None \_\_\_
3. Select one:  
     \_\_\_ Send cards to student address only  
     \_\_\_ Send cards to those flagged in Registration
4. Upload to Home Access Center?    Yes \_\_\_    No \_\_\_
5. Process Courses Without Marks?    Yes, all courses \_\_\_    No \_\_\_    Only courses that have started \_\_\_
6. Demographics As of Date: **(Students who entered after this date will not get a report card.)**  
     MP1 \_\_\_/\_\_\_/\_\_\_    MP2 \_\_\_/\_\_\_/\_\_\_    MP3 \_\_\_/\_\_\_/\_\_\_    MP4 \_\_\_/\_\_\_/\_\_\_
7. Earliest Withdrawal Date for Inactive Students: **(Students who withdraw before this date will not get a report card.)**  
     MP1 \_\_\_/\_\_\_/\_\_\_    MP2 \_\_\_/\_\_\_/\_\_\_    MP3 \_\_\_/\_\_\_/\_\_\_    MP4 \_\_\_/\_\_\_/\_\_\_
8. Sorting of Report Cards (select one):  
     Name \_\_\_    Counselor/Name \_\_\_    Homeroom/Name \_\_\_    Grade/Name \_\_\_

**Return by attaching to a Service Now ticket, emailing to [eschool@btboces.org](mailto:eschool@btboces.org) or faxing to 607-757-3000.**