



## SARC Grading/Report Card Checklist

- Check screen: **Grading Setup**
  - To verify the **Current Grading Period** selection
  
- Run reports to verify teachers that have successfully posted grades
  - Synergy SIS > Grade Book > Reports > **GBK602**

### Ready to Print Report Cards:

- Update Attendance Totals (On Report Card and in TVUE)
  - On GBK201: Select: "Run Update Grading Records and Update Absences" and click: Print
  
- Print Paper Report Card Copies (GBK201) \*
  
- Attach Electronic PDF Copies (P/SVUE) (GBK201) \*

*\*See "ABC Grading & Report Card Guide" for more details*

