

## Report Cards – Questions & Answers

- **Why do dropped classes show on report cards?**

Using the default settings in Print Report Cards will display on the reports all classes that are **active on the last day of the marking period** or have a **withdrawal Code** that overrides this.

EzStart -> Lumen Touch - District Main -> District Course Management -> District Course Management -> Withdrawal Reason

Reason for Withdrawal List											
Total: 15								Delete		Add New	
#	Code	Description	Post to Transcript	Print on Report Cards	Print on Progress Report	Print on Parent Portal	Include Into GPA	Activation Date	Deactivation Date		
<b>High School</b>											
1	ER	Course Completed, Early Release	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes				
2	GR	Graduation	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes				
3	SC	Schedule Change	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No				
4	WF	Withdrew Failing	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No				
5	WP	Withdrew Passing	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes				

Therefore, checking these 2 things will probably find the reason. Also, on the Print Report Card window are other options as well. Ex. Active Course Only, Active on the Last Day of the Marking Period, Classes Enrolled on or After a Date. Changing these settings can change the classes that display on the Report.

- **The GPAs do not look correct. How do I check?**

The following link will show you how to view exactly how the Marking Period GPAs are calculated.

<http://www.lumentouch.com/resources/ReportCards/CalculateGPA.pdf>

GPA are calculated by grade level determined by the method selected and the Anticipated Graduation School Year tied to the Method. The following link describes this and also the Cumulative GPA.

<http://www.lumentouch.com/resources/Transcripts/GPAmethods.pdf>

- **How do I change what is printed on the Report Cards?**

The Manual for Report Cards shows everything that can be printed on the report card and how to define.

<http://www.lumentouch.com/resources/ReportCards/Report%20Cards%20&%20Progress%20Reports.pdf>

- **Grades have been locked. How do I make a Grade Change?**

The grades are unlocked in the same application as they are locked. Choose Unlock and select System only.