

# Middle School Reading Foundations Report Cards

## Reporting Parameters:

- For the 2016-2017 school year, all components of the report card must be completed by the following dates:  
MP1 – November 10  
MP2 – February 6  
MP3 – April 18  
MP4 – June 12 (middle school buildings)
- For the 2016-2017 school year, the division will transition to the next marking period on the following dates:  
MP2 – November 15  
MP3 – February 9  
MP4 – April 20
- Only the office can update or enter Reading Foundation grades if a grade needs to be changed or entered after the division moves to the next marking period.

## Enter the Reading Foundation Competency Rating

1. From the TAC Home screen, navigate to the Competency entry screen for the first course by

clicking on the Competency Icon  to the right of the course name.

2. Make sure the **Competency Group** is set to Foundations.

Competency Group:



3. Select Grid or List view depending on your preference for entering each competency rating. Grid view will allow you to see all students and all competencies. List view will allow you to see all competencies for a single student.

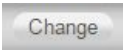
4. Click on the magnifying glass and select the competency rating for each competency or type the desired competency rating. Enter the rating in the SC column for each marking period. Enter the SCF rating at the end of the semester for the Final competency rating. The ratings are:

NI - Needs Improvement

D - Developing

P - Proficient

5. Click .

6. Use the **Change** button  to display the Class List pop-up, select the next course and repeat steps 4 through 6.



