

Elementary School Grade Reporting and Report Card Guidance

The following information is to assist with the end of quarter grade reporting.

Grade Reporting in Edsby

Report Cards will continue to be submitted through Edsby and will continue to be available online for parent viewing.

- Report Cards will continue to be completed in Edsby and will be produced and distributed in the same electronic format as the 2020-2021 school year. The final grade for the grading period will need to be transferred to the Edsby Report Card by the teacher. Additional fields in the report card will need to be completed as necessary and then grades are submitted using the "Submit to the Office" button.
- Administrators will finalize Report Cards and upload the PDFs in Edsby *NO LATER THAN the end of day on 10/22/2021* following the same process during the 2020-2021 school year.
- The teacher of record as of October 8th, 2021 (end of quarter 1) will be the teacher listed on the student's report card. Teachers may export grades from Canvas for future reference and for ease of communication. This is especially helpful in cases that involve a schedule change.

Report Cards

Report cards are accessed through the district website at <https://reportcards.sdhc.k12.fl.us>

Information Technology (IT) will coordinate with the Communications department to notify families via ParentLink when report cards are available for parent/student viewing on 11/1/2021.

Families can access the report cards website two ways:

1. Students can access their own report cards by logging in with their user ID and password (the same user ID and password used for Edsby).
2. If a student cannot access the report card for a parent/guardian, a PIN can be requested by selecting "Request a PIN" on the report cards website. A PIN can be sent to the email address or mobile phone number of a parent/guardian in the Student Information System.

Schools will continue to provide print options for families who are not able to access report cards online.

The parent of a child who demonstrates a substantial deficiency in reading must be notified as soon as the deficiency is noted. For your reference and easy access, updated Reading Deficiency Letters are available in Teams in English and Spanish in both fillable and non-fillable forms.