

In order to better serve our Student Software users, below is the NEOnet ProgressBook Report Card and DASL Custom Report Card and Transcript Policy. This policy was created to expand upon our guidelines when requesting new reports and changes on previous reports. These timelines and requirements will help streamline the process in order to get changes done in adequate time. All requests made after the time expired will wait until the next school year.

ProgressBook Standards Based Elementary Report Cards

New Report Cards:

- New Standards Based Elementary Report Cards must be submitted to NEOnet by August 1 of the school year in which they will be used.

Existing Report Cards:

- Changes such as mark types, sequence of assessments, paper orientation, font/style changes to existing Standards Based Elementary Report Cards must be submitted to NEOnet 4 weeks prior to the opening of the first reporting period bucket. This **MUST** be prior to anyone using the report card to enter marks.
- If the reporting period bucket is open for the entire reporting period, the report card must be approved prior to the first day of school.
- Template piece changes requested that are **NOT** currently available in ProgressBook can be requested at the cost posted on the Schedule of Fees which is currently a minimum of \$400 per report card. (Template pieces are the choices for the course boxes, attendance boxes, student header, available formatting) These additional template pieces should be requested by June 1, prior to the school year to be used.
- Spelling/grammatical changes can be made at any time.
- Email is required to reflect the requested changes
- Email is required for approval from the appropriate District ProgressBook Administrator.

DASL Custom Report Cards and Interims

New Report Cards and Interims:

- New custom report card or custom interim formats must be submitted with hard copy example to NEOnet by August 1.

Existing Report Cards and Interims:

- Changes such as movement of subreports (Subreports are GPA boxes, credit boxes, attendance boxes, text boxes, etc.), addition of subreports, alignment for mailing envelopes, paper orientation, font/style changes, addition school logo to existing Report Cards must be submitted to NEOnet 4 weeks prior to the end of the first reporting period (Quarter 1, Trimester 1). Interim changes must be submitted 4 weeks prior to the first Interim print date.
- Spelling/grammatical changes can be made at any time.
- Email is required for approval from the appropriate District DASL Administrator.

DASL Custom Transcripts

New Transcripts:

- New custom transcript formats must be submitted with hard copy example to NEOnet by August 1.

Existing Transcripts:

- Changes such as movement of subreports (Subreports are GPA boxes, assessment scores, credit boxes, attendance boxes, text boxes, etc.), addition of subreports, alignment for mailing envelopes, paper orientation, font/style changes, addition of school logo to existing Transcripts must be submitted to NEOnet by November 15th.
- Spelling/grammatical changes can be made at any time.
- Email is required for approval from the appropriate District DASL Administrator.