REPORT CARD ORDER FORM **Contact Name** ______________________

REVISION EFFECTIVE AUGUST 2009

Phone ________________ **Building #** ______ **MP #** ______ **Term #** ______

If requesting MIDMARKS, check one: Letter Format ___ Report Card Format ___

1. ***This form is REQUIRED if you want MAISD to print your Report Cards or Mid Mark reports — verbal orders cannot be accepted.*** You may fax your completed sheet to our office at 773.1028 but please contact the Technology Department to confirm that we receive it.
2. If you are using Pinnacle to upload your grades to CIMS, be sure your file is posted in CIMS and confirm the data is correct prior to submitting your order with us. You are *strongly encouraged* to run a few sample report cards or your History Status Sheets BEFORE we process your job to avoid re-runs due to errors; re-runs will be subject to a charge-back to your district.
3. Keep in mind that the amount of time required to process your job is dependent on many factors—others jobs already in our print shop may delay the completion of your order. We will keep the turnaround time as short as possible but please help us by submitting your grades and order form as early as possible.

PRINTING OPTIONS — Limits as specified:	**Select Sort Sequence**			**Folded?**	
	Alpha	**Grade**	**Homeroom**	**Yes**	**No**
"Official Grade Report" blue paper – Limit One	☐	☐	☐	☐	☐
Number of copies on White paper – Limit Two	☐	☐	☐		

Use SCH.638 to set HomeRoom; if you need us to set it, specify which hour _____

Note: "Official" Report cards will be printed for additional "Report Card Contacts"

OPTIONAL REPORTS — Limit 1 copy each, check box for desired report:

	MP	SM/TM		MP	SM/TM
Grade Dist/Course (GRD.555)	☐	☐	Grade Dist/Teacher (GRD.556)	☐	☐
GPA Listing/Alpha (GRD.540)	☐	☐	GPA Listing/Rank (GRD.541)	☐	☐
D.F.I. Listing (GRD.558)	☐	☐	A/B Honor Report (AOS.540)	☐	☐
History Status (GRD.510)	☐				

School Will Pick-Up Report Cards ☐ Send via Courier ☐

OPTIONAL MESSAGES You may request one message of up to 150 characters by using all text areas below together or three messages up to 50 characters each by using each text area separately. These will be printed at the bottom of the grade report based on GPA you specify for each.

MESSAGE TEXT (indicate GPA Range) From __________ To __________

MESSAGE TEXT (indicate GPA Range) From __________ To __________

MESSAGE TEXT (indicate GPA Range) From __________ To __________