



ProgressBook/SSEM Policy for 2008-2009

ProgressBook Accounts. All users requesting ProgressBook accounts, at any level, **MUST** first have a DASL staff record created.

Note: The DASL staff record must have a staff code and an appropriate staff role for the 08-09 school year in order to be fully created.

Report Card Changes. All report card changes, regardless of the extent, **MUST** be submitted to LACA staff by June 27, 2008 to ensure they are completed for the 2008-2009 school year. We will work with the district to get the changes done over the summer. If extensive changes are requested, LACA may ask to meet with the district/building representative face-to-face to ensure changes are being made appropriately.

The modified report card will be sent back to the district for signed authorization of the changes. The authorization must be received back to LACA by August 8, 2008 in order for report cards to be turned on for the 2008-2009 school year.

Building Sign-Offs. A sign-off sheet detailing the current building set up, including grade scales, report card calculations, and attendance codes, will be submitted to every building by April 1, 2008. The building principal, or designee, must review this information, noting any changes, and sign the form in authorization of the setup.

The authorization must be received back to LACA by August 8, 2008 in order for the set up to be completed prior to the start of school. The building will be unable to take attendance for the 2008-2009 school year if the authorization form is not submitted.

Thank you,
LACA ProgressBook Team
Email: progressbook@laca.org