Missing Submission Report and Verification Report

The Missing Submission and Verification Reports are run to confirm that all teachers have completed entering Progress Marks or Grades. One or both reports should be run at least once prior to the last day teachers can enter IPR Marks or MP grades.

The prompts for these reports should include the Building Code and The Report Card Run (MP).

- Missing Submission Report - shows courses individual teachers who have not entered marks.
Missing Submission Report and Verification Report

- Verification Sheets report shows each course roster with the saved grades or IPR marks for each student.
  - High Schools are encouraged to run this report especially for Report Card Marking Periods. It is particularly important for high schools to run this report for Marking Periods that result in credit being conferred.
    - MP 2 & 4 for High Schools,
    - MP 1, 2, 3, 4 for Block High Schools.
  - When reviewing the Verification sheets prior to running calculations, High Schools should make sure that only the NMP column (not the SM column) is filled in.

The Filter should include: Demographic – Current Status, =, Active.