

# PROVINCIAL REPORT CARD FAQ

## **Can I delete the extra boxes that we are not using?**

*Only complete fields can be deleted, for example the French block in its entirety can be removed if you do not require it, however we cannot delete parts of the block such as the comments.*

## **We don't teach French in our School, Can this be changed to Cree?**

*Yes. This change can be made to the report card.*

## **What if our Principal isn't signing or commenting, can this field be deleted or changed to Vice-Principal or Administrator?**

*Yes. The Support Document states: "The principal has discretion as to whether to include a comment." If the principal decides to not include a comment, the principal comment box can be removed or the principal signature/comment may be provided by a principal-designate.*

## **Can we add more fields to accommodate our classes? The current report card only has space to report on 8 courses, we teach 11.**

*Yes. You can report on any courses you are offering. Adding subject boxes is allowed, however the format of the template cannot be changed.*

## **I need more room in the comment box, can it be made larger? Or if I don't use it can we delete it?**

*No, the text box cannot be made larger, nor can it be deleted. If very elaborate comments about a student are required, a different means of communicating is needed. Comments appearing on the report card are intended to be brief and concise. If you do not make a comment the box will remain empty but visible.*

## **I filled out the report card on an Apple based computer not a PC, now I can't see what I typed and it prints out blank, what happened?**

*When filling out the forms on an apple based computer you must make sure to enter a space AFTER each entry. E.g. Jane Doe (space)*

*\*Please note: Contact [Amber.Ladouceur@frontiersd.mb.ca](mailto:Amber.Ladouceur@frontiersd.mb.ca) directly for copies of the report cards and to discuss any changes that need to be made for your school.*