

Report Card / Grading Program Groups

Our report card system (ReCap) has a function to assign teachers to a "Group" What this means is that any teacher that allows their name to be included in the group, will have equal access to all students in that group. This access is for entering scores into the report card AND the enrolling students into your grading program in the ReCap system.

Groups will not be created unless we have written approval from each member of the group.

To find your Teacher ID #, ask you site secretary to run an Access report called "Teacher List / ReCap" in the drop-down menu called "Classroom Info" You'll need this info to log into ReCap

	PRINT First and Last Name	Employee Number (Required)	Do you have Students assigned to you in SchoolMax?		Signature
1			YES	NO	
2			YES	NO	
3			YES	NO	
4			YES	NO	
5			YES	NO	
6			YES	NO	
7			YES	NO	
8			YES	NO	
9			YES	NO	
10			YES	NO	
11			YES	NO	
12			YES	NO	
13			YES	NO	
14			YES	NO	
15			YES	NO	

(YOU CAN BE A MEMBER OF MULTIPLE GROUPS)

By signing the above you agree to allow all members listed in the Group to have access to all students in your Homeroom.

Please circle a "Yes or No" so we can add your login to ReCap. Hub-teachers, Music Lab, Computer Labs etc. do NOT have students assigned to them in SchoolMax.

A Username and password must be created.

Please complete the form and return it to your Principal along with any additions to the Report Cards

USE 1 SHEET PER GROUP