

As a Teacher, what report do I need for parent–teacher conferences?

You will need to complete the Narrative Summary.

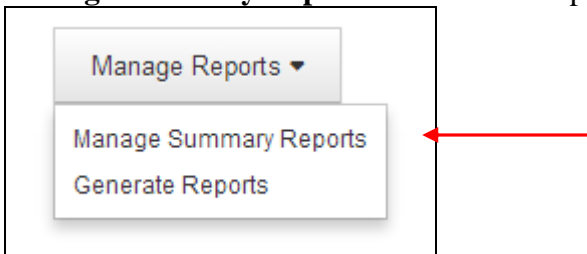
Select **New Summary Report** from the homepage and select **Narrative Summary**.



- Narrative Summary Report

Recommendation: Run this report prior to parent–teacher conferences.

To monitor the completion of the Summary Reports, select **Manage Reports** and select **Manage Summary Reports** from the homepage.



The Students and status of the Summary Report completion is displayed:

SUMMARY REPORTS							
	First Name	Last Name	Grade	Period I	Period II	Period III	4
	Anna	Annie	Preschool-4	(-/-)	(-/-)	(-/-)	(-/-)
	Curtis	Cee	Preschool-4	(-/-)	(-/-)	(-/-)	(-/-)
	George	F	Preschool-4	(-/-)	(-/-)	(-/-)	(-/-)
	Sandy	G	Preschool-4	(-/-)	(-/-)	(-/-)	(-/-)

The first (-) represents the number of domains completed. The second (-) represents the total number of domains. The symbol -/# (e.g., -/7) indicates that the Summary Report is open, not started, and saved. The symbols #/# (e.g., 0/7) identifies the number of domains completed and the total number of domains.