VERIFYING PRINCIPAL NAME AND SCHOOL ADDRESS

Principal names and school addresses are retained in Gradebook from year to year. **These items can only be viewed at the school level, not edited.** Requests to change the Principal name and school address must be submitted by the Principal to ITS Service Desk at (773) 553-3925 Option 2 before CPS’ 1st Quarter Progress Report Distribution Day. Refer to the CPS Calendar(s) at cps.edu for the district’s official 1st Quarter Progress Report Distribution Day.

The user must go to three places in Gradebook to verify that the principal name and school address are displaying as desired.

1. Log into Gradebook and click.
2. Click.
3. Select **System Settings** from the Mode drop-down menu at the top right.

The Principal’s name and school address (as it will appear on Report Cards and Progress Report Letters) is included on this page.

4. Click in the upper left hand corner of the screen.
5. Click to return to the Gradebook Home Menu.
6. Click

7. Click

8. Select ‘Configure Progress Reports’ in the upper right-hand corner dropdown menu:

The Principal name and school address (as it will appear on Progress Reports) is displayed:

9. Click in the upper left hand corner of the screen.

10. Click

11. Select ‘Configure Report Cards’ in the upper right-hand corner dropdown menu:

The Principal name and school address (as it will appear on Report Cards) is displayed.

If any information is incorrect, requests to change it must be submitted by the Principal to ITS’ Service Desk (773-553-3925 Option 2) before CPS’ 1st Quarter Progress Report Distribution Day.