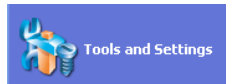


## VERIFYING PRINCIPAL NAME AND SCHOOL ADDRESS

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' 1<sup>st</sup> Quarter Progress Report Distribution Day. Refer to the CPS Calendar(s) at [cps.edu](http://cps.edu) for the district's official 1<sup>st</sup> 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.

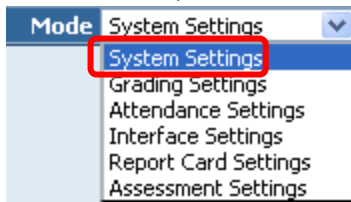
1. Log into Gradebook and click



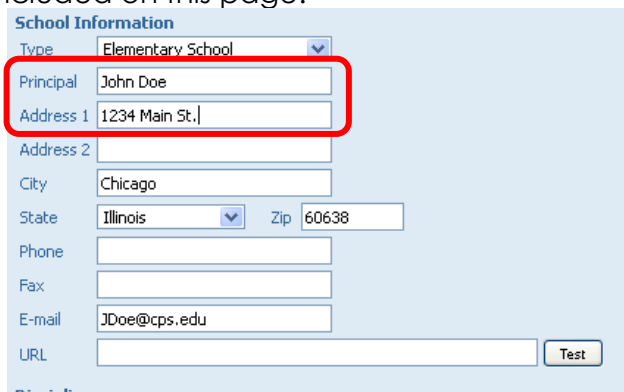
2. Click



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.



**School Information**

Type: Elementary School

Principal: John Doe

Address 1: 1234 Main St.

Address 2:

City: Chicago

State: Illinois Zip: 60638

Phone:

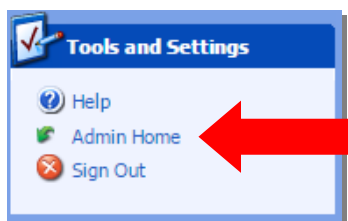
Fax:

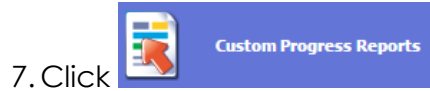
E-mail: JDoe@cps.edu

URL:

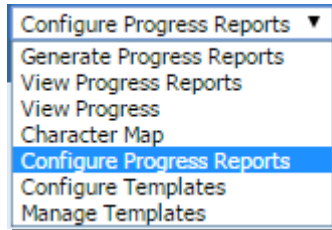
4. Click  in the upper left hand corner of the screen.

5. Click  to return to the Gradebook Home Menu.





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:

**Configure Progress Reports**

Principal

Assistant Principal

School Name

School Address

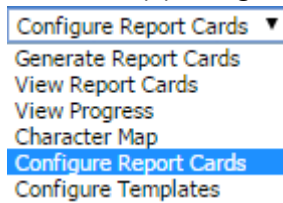
City

State

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



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.

**Configure Progress Reports**

Principal

Assistant Principal

School Name

School Address

City

State

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' 1<sup>st</sup> Quarter Progress Report Distribution Day.