

Date

Name

Address

City State Zip

Dear,

Listed below are current users who are authorized to request and make changes to:

Progress Book report cards

DASL custom report cards

DASL custom transcripts

Please initial next to each users name if authorized to make/request changes.

Also please make sure the users below are aware of the NEOnet Report Card/Transcript Policy on requesting changes.

| Progress Book Users | Initial | DASL Users | T/RC/B | Initial | Location |
|---------------------|---------|------------|--------|---------|----------|
|                     |         |            |        |         |          |
|                     |         |            |        |         |          |
|                     |         |            |        |         |          |
|                     |         |            |        |         |          |
|                     |         |            |        |         |          |
|                     |         |            |        |         |          |
|                     |         |            |        |         |          |
|                     |         |            |        |         |          |
|                     |         |            |        |         |          |

**T-Transcript RC-Report Card B-Both**

Sincerely,

Student Services Team