

## **K-8 REPORT CARD CORRECTIONS TO PREVIOUS YEARS MARKS**

There is now a form available for use whenever you need to change the previous years' marks for a student in the K-8 Report Card System. All change requests must now be completed using this form. To obtain the blank form –

- Access the SDP main web site
- Select 'SITEMAP'
- Select 'INFORMATION TECHNOLOGY'
- Select 'I.T. HELP DESK'
- Select 'FORMS'
- Select 'K-8 REPORT CARD MARK CORRECTION REQUEST FORM'

Complete the form and fax to  
TECHNOLOGY HELPDESK at 215-400-5556  
ATTENTION: Rich Yannelli

Be sure to include your email address so that I.T. may contact you with any questions and to notify you when the change has been completed.