

In the future your school district may decide to make changes to some or all of the forms in Report Card Maker. ClearVision Technologies can do this for you quite easily. There are three levels of report changes:

### **LEVEL 1: SIMPLE TEXT CHANGES.**

Simple text changes include changing a caption on your report. Changing “Reads a text” to “Reads and understands a text” would fall into Level 1. Changing a grading scheme is a simple change (e.g. changing OSU grades to ABC grades). Level 1 also includes changing a district option. For example, if you decide you want to remove the ability for teachers to enter their own custom grades. Moving around the layout of the report would also be a Level 1 change. An example of this might be switching the placement of Reading with Mathematics on the page.

### **LEVEL 2: ADDING/DELETING GRADES OR COMMENTS.**

Adding or deleting grades, comments or captions to or from your reports would be a Level 2 update. In most cases this involves rearranging the report and updating the database structure. If a Level 2 change is made mid-year teachers may have to “update” their teacher file, which is done right in Report Card Maker.

### **LEVEL 3: COMPLETE RESTRUCTURE OF YOUR REPORTS**

If you change the complete structure of your reports, that is you are changing grading schemes, adding and deleting grade fields and comments, etc., then you are creating a level 3 update. We consider a Level 3 update to be a “New” report and it is better to start from scratch than try to update. But, don’t worry. As an existing ClearVision customer, you are not going to have to pay what you did when you originally purchased Report Card Maker.

#### **Update Fees**

- Level 1 - \$250.<sup>00</sup> per report to be updated (plus \*re-distribution fee if desired).
- Level 2 - \$500.<sup>00</sup> per report to be updated (plus \*re-distribution fee if desired).
- Level 3 - \$1,000.<sup>00</sup> per report to be updated (plus \*re-distribution fee if desired).

*\*Re-distribution Fee is only required if you want CD-ROMs re-distributed to your teachers. If you can allow access to the new District file on your server or web site and DO NOT want CD-ROMs re-distributed, then this fee is not required. Re-distribution of CD-ROMs is \$3.<sup>00</sup> per CD for orders greater than 999. \$5.<sup>00</sup> per CD for orders less than 1000.*