From: TINA BIASI   biasit@hasdk12.org

When reporting student errors, missing data or otherwise, for <mark>**Study Island**</mark> or mclass (Step-by-Step), please be sure to include the following information:

1. Your School's name

2. Teacher's Full Name

3. Student's Grade Level

4. Student's Full Name

5. Student's ID Number

6. Reason for the request (<mark>student not in system</mark>, student in wrong class, <mark>student transferred</mark> from another district school – <mark>please name other school</mark>, etc.)

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