



"Lifting As We Climb"

National Association of Black Accountants, Inc.
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STUDENT CHAPTER REPORTING AND EVALUATION PROGRAM (SCREP)

Student Chapter: _____

Reporting Period (I, II, III): _____

Please mail three copies (the original and two copies) of your entire SCREP to:

*National Association of Black Accountants, Inc. (NABA)
Attn: Membership Operations (SCREP Processing)
7474 Greenway Center Drive, Suite 1120
Greenbelt, Maryland 20770*

Additionally, copies should be sent to:

- Local Professional Chapter Director of Student Member Services;
- Student Chapter Faculty Advisor; and
- Regional Director, Student Member Services (RDSMS):

Prudential Financial
c/o Rautz Marc
2101 Welsh Road, 2W59
Dresher, PA 19025

Revised: August 2010

**National Association of Black Accountants, Inc.
Student Chapter Reporting and Evaluation Program**

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National Association of Black Accountants, Inc. Student Chapter Reporting and Evaluation Program

Overview

All Student Chapters in the National Association of Black Accountants, Inc. (NABA) are **required** to report each reporting period on their activities in meeting the goals and objectives of NABA. This report has been designed to be simple and user-friendly, rather than to comply with a strict set of criteria. This report requires reporting against those objectives as outlined in the Strategic Plan for the National Student Member Services Committee and that we believe to be most critical: **chapter planning, membership recruitment and development, chapter programs and the reporting of activities**. The Minimum Operating Requirements (page 9) provides further guidance. Status of all reporting periods and winners for the year will be communicated to the Regional Director of Student Member Services (RDSMS), Local Professional Chapter Presidents & Local Directors of Student Member Services, Student Chapter Presidents and Faculty Advisors. Any questions related to SCREP grading should be directed to your Regional Director of Student Member Services.

THE REPORTING CALENDAR IS AS FOLLOWS:

- April 1** Beginning of the **first** reporting and evaluation period
- October 31** **Chapter reports are due** (postmark deadline) for the **first** reporting period (April 1 to September 30)
- December 20** Feedback on **first** reporting and evaluation period to chapters
- January 31** **Chapter reports are due** (postmark deadline) for the **second** reporting period (October 1 to December 31)
- March 25** Feedback on **second** reporting and evaluation period to chapters
- April 15** **Chapter reports are due** (postmark deadline) for the **third** reporting period (January 1 to March 31)
- May 15** Feedback on **third** reporting and evaluation period to chapters

NOTE: Divisions are determined by the following number of members: Division I (61+), Division II (30-60), and Division III (10-29). Student Chapter Divisions are determined at the beginning of the fiscal year (July 1), based on the prior three-year year-end membership total. Membership totals are **ONLY** based on the National Office database records. Student Chapters will not move between Divisions within the reporting year. Reports received late will be penalized as follows: Each day postmarked late, the report will lose 10% of the total score. If the report is postmarked 5 days beyond the postmark due date, no points will be awarded to the Student Chapter submitting the report. Always keep a copy of the mailing receipt.

What are the penalties for not reporting?

If your chapter fails to submit their SCREP two (2) times consecutively, your chapter will be considered for suspension. Chapters that are suspended for failing to provide chapter reporting may also be subject to losing their charter for continued failure to participate in the student chapter reporting process. **All chapters are required to report each reporting period.**

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Category 1
Planning

This section relates to how effectively the chapter plans its activities.

- **Chapter Profile** (Appendix B) **300 points** – This is to be completed to ensure that effective and timely communication channels with the chapter are established. Profiles must also include **ALL** of the chapter officer information. (Name, address, phone number(s), classification, email address and position held.) **SCREP reports submitted without the requested student chapter contact information are incomplete and non compliant. Points are only awarded in the first reporting period.**
- **Operating Plan** (Appendix C) **400 points** – This is to be prepared to outline the timing, and as a method to achieve the planned chapter activities for the **entire** school year (not by semester or quarter). Plans must demonstrate a plan of action and identify steps and a timeframe to plan activities. Note, “activities” are the events taking place. For example, general body meeting, big four panel discussion, etc. “Actions” are the steps that your chapter takes in order to have a successful event. For example, ordering food, buying thank you gifts, sending invitation to members, etc. The Operating Plan must include your budget for the entire school year (not by semester or quarter). Points will not be awarded for incomplete operating plans. Do not forget to attach the calendar of events! **Points are only awarded in the first reporting period.**
- **Statement of Financial Position and Statement of Activities** (Appendix D) **600 points** (awarded each reporting period) – Three periods of Financial Statements are required to be submitted for the year. The **first** set of financials should be submitted in the first reporting period and should reflect financials covering the period April 1, 2010 – September 30, 2010. The **second** set of financials should be for the second reporting period and reflect activity from October 1, 2010 through December 31, 2010. And the **third** set of financials should be for the third reporting period should reflect the activity from January 1, 2011 through March 31, 2011. **Note:** Points will not be awarded if any of the financial statements that do not balance or if both financial statements are not included.

Please remember all items requested for Category 1 must be reported during the first reporting period to receive points, except for the Financial Statements which must be reported every period to receive points. Be sure to include all information requested for the ENTIRE YEAR or period as stated.

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Category 2

Membership Recruitment and Development

This section relates to activities undertaken by the chapter to recruit members and develop its membership. The chapter is encouraged to be creative in its programs. All in person meetings and events must have a sign-in sheet with **hand written signatures** plus one of the following additional forms of support (flyer, agenda, and/or minutes). Each sign in sheet and additional form of support must be original, dated and per event. Do not include pictures or the entire program booklet for grading purposes. Please maintain those for your school's records. Conference calls are acceptable for executive board/council meetings only. Webinars are accepted for meetings as well. The evidence required for conference calls and webinars are the agenda, meeting minutes **AND** the e-mail blast communication. Note, email blast communication must display the recipient distribution list in order to receive points and the date of distribution. **A minimum number of five (5) NABA members must be in attendance in order for the chapter to receive points for any meetings/activities. Note, student chapters will stop receiving points once the maximum number of points is reached per category. There will not be any partial points given for SCREP.**

- **Membership Recruitment Drives - 25 points each**, up to 300 points per year – These are highly recommended promotional events. For example, rush activities, recruiting mixers, etc.
- **Chapter Meetings - 20 points each**, up to 240 points per year – The chapter should hold periodic meetings of its membership. These are meetings where only the chapter members are present - there are no external speakers. If there is an external speaker, please submit the details under "Other Membership Development Programs" (see two paragraphs below). The purpose of the chapter meeting is to conduct chapter business. For example, elections, general body meetings, etc.
- **Executive Board/Council & Committee Meetings - 20 points each**, up to 240 points per year – The chapter should hold regular executive board/council and committee meetings. The purpose of these meetings is to allow the board/council or committees to meet and prepare for NABA events and activities. For example, board meetings, fundraising committee meetings, etc.
- **Other Membership Development Programs - 100 points for each**, up to two per month for a maximum of 2,400 points per year – Other membership development programs should be executed during the year. These programs need to focus on developing the personal and professional needs of the membership. These may include: special sessions on resume writing, mock interviewing seminars, dress for success, CPA review assistance, etc. These are all professional development meetings where there's an external speaker (corporate or faculty).

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- **Survey of Potential Membership - 1000 points** – This section is to encourage students to focus on the potential that exist for recruitment, and to be proactive in tapping into this resource base for new members. This report must be an **official report from the school (registrar's office or school of business)**. The report should reflect total number of accounting and business majors, how many in both categories are minority students, and of the total number of minority students how many are African-Americans. The aforementioned information must be provided in the report in order to receive points. If your registrar does not provide this in a report, then a letter from the registrar's office with the requested information can be substituted. (Letter must be on letterhead and be signed by the registrar's office.) The chapter will be awarded points for submitting this information within any of the three reporting periods.
- **National and Regional Scholarships - 100 points** – This section is to award chapters that promote and encourage their members to **apply** for National (awarded during 1st reporting period) and/or Regional (awarded during 2nd reporting period) scholarships. Each chapter will receive 100 points per applicant with no point limitation. **Points awarded based on National Office records ONLY.**
- **Monthly Membership Reconciliations (Appendix E) - 100 points per month** – This section is to award student chapters that actively participate in the membership reconciliation process. The purpose of the reconciliation is to compare the student chapter's roster of financial members to the national office's roster of financial members and the reconciliation should list and identify any differences. Be sure to complete the "comment" field and explain each line item on the reconciliation. **Each month the student chapter should submit the membership reconciliation to the Local Director of Student Member Services and the Regional Director of Student Member Services.** The submission should be made via email and should state one of the following: 1) student membership for (chapter name) for (month/year) is correct and no reconciliation is needed; or 2) student membership for (chapter name) for (month/year) is incorrect and the monthly reconciliation is attached. In order to receive points, the chapter must include the submitted email **and** each monthly membership reconciliation report (if applicable). **No points will be received without email support.** If the professional chapter submits the student chapter reconciliations, it is the responsibility of the student chapter to obtain the professional chapter reconciliation (student chapter portion) and include it within the student chapter's SCREP report. If the student chapter is not receiving the reconciliation information each month, it is the responsibility of the student chapter to inform the Local Director of Student Member services and the Regional Director of Student Member Services via email. Reconciliations should be submitted as noted below:
 - Period 1 – March, April, May, June, July, and August Reconciliations
 - Period 2 –September, October, and November Reconciliations
 - Period 3 – December, January, February Reconciliations

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Category 3
Chapter Programs

This section relates to other chapter programs. Several have been identified:

- **National Convention/Regional Student Conference Participation - 20 points per member attending with no point limitation** – Participation in the National Convention (awarded during 1st reporting period) and/or the October Regional Student Conferences (awarded during 2nd reporting period) is encouraged. **Points awarded based on National Office records ONLY.**
- **UNCF/VITA Participation - 100 points per member** – Participation in the United Negro College Fund Telethon and the IRS' Volunteer Income Tax Assistance (VITA) Program is encouraged. To receive points for this section, the student chapter must submit the original sign in sheet plus one additional piece of support (see above) and/or individual certificates for participation. Note, points are awarded per member for this section. Each member can only receive credit once.
- **Other Events/Activities - 100 points per event/activity** – Other programs are encouraged, e.g. joint networking activities with professional chapter, newspaper write-ups, articles in NABA's *ACHIEVE* Student Newsletter, office visits to corporations, co-sponsored events with other student organizations (NABA must be one of the listed sponsors of the event in order to receive points). Event/activity examples would include NABA Pre-Conference events, NABA community service projects, Day with NABA, etc. (Bake sales, Fundraising activities, tutorial sessions and collection drives do not apply) These activities are specifically related to marketing and branding the organization. These activities do not include promoting or supporting any political candidates, sorority/fraternity events, membership development activities or another organization's activities. To receive points, you must provide documentation, i.e., meeting sign-in sheets (original sign-in sheets with hand written signatures for in person meetings are required, not initials) plus one additional piece of support, such as agendas, copies of articles, flyers, etc. (see above) NABA, Inc. and date must be included on all marketing material along with the sign in sheet, agenda, etc. **Note, a minimum number of five (5) NABA members must be in attendance in order for the chapter to receive points for an event.**

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Category 4
Chapter Reporting

This section relates to the timely reporting of chapter activities. This report is used to report the activities of the chapter on a reporting period basis. This report is mandatory. Reports submitted on a timely basis will make the chapter eligible for participation in the evaluation program.

- **Chapter Report** (Appendix A) **500 points for each reporting period** – This should be prepared in accordance with the reporting schedule noted above and must include desired points for each category. Please review this carefully prior to submitting. This report assists the grader in understanding points expected from the student chapter perspective.

- **Annual Form 990 EZ - 200 points** – A Form 990-EZ – Tax Return of Organization Exempt from Income Tax must be prepared annually (points awarded in 1st or 2nd reporting periods only). This form must be completed in its entirety, signed and dated. Points will not be received for incomplete Annual Form 990-EZ. The current Form 990-EZ can be printed from the IRS website at <http://www.irs.ustreas.gov/pub/irs-pdf/f990ez.pdf>. Instructions for the 990-EZ can be obtained from the IRS website at <http://www.irs.gov/pub/irs-pdf/i990-ez.pdf>. Note, the 2009 version of the Form 990-EZ should be used as this is the latest version published by the IRS.

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Documentation Standards

Sufficient documentation must accompany the National Office copies of your report to substantiate the occurrence to the event. A sign in sheet (with signature, no initials) is **required** for each in person meeting/event, along with **one** of the following forms of support: a flyer, agenda, and minutes. These are the **only** forms of support accepted. Conference calls and webinars must have agenda, meeting minutes and e-mail communication (individual names on distribution list must be shown). Please **do not** submit pictures or program books for grading purposes; please maintain those documents for chapter records only.

Appendix A	Chapter Report – Reporting Period Summary Report
Appendix B	Chapter Profile
Appendix C	Operating Plan Template
Appendix D	Statement of Financial Position and Statement of Activities Template
Appendix E	Membership Reconciliation Template

Minimum Operating Requirements

Chapter Report – Form can be found in Appendix A

This form should be completed and submitted **each** reporting period. This form should include the number of points your chapter expects to receive based on the support provided for each category. This information assists the grader in comparing points per category.

Chapter Profile – Form can be found in Appendix B

The chapter profile provides basic information about the chapter's current administration, which allows NABA to communicate with the chapter's leadership. SCREP reports submitted without the requested student chapter contact information are incomplete and non compliant.

Operating Plan – Form can be found in Appendix C

The operating plan outlines the chapter's programs for the current year and the resources required for executing these programs. The operating plan should be completed as soon as possible, but no later than September 30. Appendix C is a template that should be filled out for the entire school year and include activities and the resources required, both human and financial.

- Calendar of Events – Describe each activity that the chapter will undertake, the timing of the event, and location. (Separate sheet)
- Operating Budget – A functional budget should be prepared for each activity including administration, which should account for items such as membership dues, etc.

Statement of Financial Position & Statement of Activities – Forms can be found in Appendix D

Both the Statement of Financial Position and the Statement of Activities must complete in its entirety and submitted each period. Use the template provided and update the dates, chapter name, and financial positions. Each financial statement must balance/tie and the Statement of Activities must balance/tie to the Statement of Financial Position. No points will be awarded for unbalanced financial statements.

Preparation of financial statements for each reporting period is required for each period. IRS Form 990-EZ must be prepared to report results of activities in accordance with NABA's tax-exempt status.

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Appendix A

Chapter Report – Reporting Period Summary Report

Please indicate “Expected Point” values based upon the information you provide in concordance with the SCREP overview (page 3)

Student Chapter: _____

Reporting Period (I, II, III): _____

List the three (3) most significant activities since the last chapter report:

1. _____ 2. _____ 3. _____

Category I – Planning

Expected Points

- Chapter Profile
- Operating Plan
- Statement of Financial Position and Statement of Activities

Category II – Membership Recruitment and Development

- Membership Recruitment Drives
- Chapter Meetings
- Executive Council Meetings/Committee Meetings
- Other Membership Development Programs (specify on a separate sheet)
- Survey of Potential Membership
- National and Regional Scholarships
- Membership Reconciliations

Category III – Chapter Programs

- Regional Student Conference/National Convention Participation
- UNCF/VITA Participation
- Other Events/Activities (specify on a separate sheet)

Category IV – Chapter Reporting

- Chapter Report
- Annual Form 990

Total points assigned for this report

Note: Please attach the required and appropriate support to document the occurrence of **each** event.

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Appendix B

Student Chapter Name: _____

***Federal Employer Identification Number (EIN):** _____ *(if known)

Chapter Profile (Fill out Attachment B and attach E-Board information in its entirety)

Chapter President's Information

Print Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Primary Phone: _____ **Other Phone (specify):** _____

Email: _____ **Classification:** _____

**Please attach a separate listing of the Chapter's Executive Board including:
Name, Address, Phone Number(s), Classification (ex. Freshman, Junior),
Email Address and Position Held**

Chapter Mailing Address

Address: _____

City: _____ **State:** _____ **Zip:** _____

Student Chapter SCREP Chairperson:

Print Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Primary Phone: _____ **Other Phone (specify):** _____

Email: _____ **Classification:** _____

Faculty Advisor's Information

Print Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Primary Phone: _____ **Other Phone (specify):** _____

Email: _____ **Fax:** _____

Frequency of meetings: Weekly Bi-weekly Monthly Other

Meeting Location & Time: _____

NABA Professional Chapter to which you report: _____

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Appendix C

Student Chapter: _____

Entire Year Calendar of Events (Attach a separate sheet)

Operating Plan Template (Attach a separate sheet)

Summary Overview of the three (3) most significant activities since the last chapter report:

	<u>Date</u>	<u>Activity</u>	<u>Location</u>
Activity 1	_____	_____	_____
Activity 2	_____	_____	_____
Activity 3	_____	_____	_____

Detailed Operating Plan

	<u>Target Date</u>	<u>Revenue</u>	<u>Expenses</u>
Activity 1			
Action item 1	_____	_____	_____
Action item 2	_____	_____	_____
Action item 3	_____	_____	_____
Activity 2			
Action item 1	_____	_____	_____
Action item 2	_____	_____	_____
Action item 3	_____	_____	_____
Activity 3			
Action item 1	_____	_____	_____
Action item 2	_____	_____	_____
Action item 3	_____	_____	_____

Total

--	--

Note: This is a template and your chapter should have more than 3 activities per year.

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Appendix D

NATIONAL ASSOCIATION OF BLACK ACCOUNTANTS, INC.

CHAPTER NAME

Statement of Financial Position

For Period Ending Month > Date > Year

<u>Assets</u>	<u>Unrestricted</u>	<u>Temporarily Restricted</u>			<u>Total All Funds</u>
	<u>General Fund</u>	<u>Scholarship Fund</u>	<u>Capital Fund</u>	<u>Harlow Endowment Fund</u>	
Current assets:					
Cash	\$ 100,000	-	-	-	100,000
Cash - ACAP	75,000				75,000
Investments	50,000	135,000	-	25,000	210,000
Accounts receivable, net of allowances	1,500	-	-	-	1,500
Pledges receivable, net of allowances	-	-	-	45,000	45,000
Prepaid expenses	500	-	-	-	500
Due (to) from other Funds	15,000			(15,000)	-
Total current assets	<u>242,000</u>	<u>135,000</u>	<u>-</u>	<u>55,000</u>	<u>432,000</u>
Property and equipment:					
Furniture and equipment	14,000	-	-	-	14,000
	<u>14,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>14,000</u>
Less accumulated depreciation and amortization	(12,500)	-	-	-	(12,500)
Net property and equipment	<u>1,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,500</u>
Total assets	<u>\$ 243,500</u>	<u>135,000</u>	<u>-</u>	<u>55,000</u>	<u>433,500</u>
<u>Liabilities and Net Assets</u>					
Accounts payable and accrued expenses	24,000	-	-	-	24,000
Deferred revenue	1,200	-	-	-	1,200
Scholarships Payable	15,750	-	-	-	15,750
Accounts payable - ACAP	50,000	-	-	-	50,000
Total liabilities - current	<u>90,950</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>90,950</u>
Net assets:					
Unrestricted	152,550	-	-	-	152,550
Temporarily restricted	-	135,000	-	55,000	190,000
Permanently restricted	-	-	-	-	-
Total net assets	<u>152,550</u>	<u>135,000</u>	<u>-</u>	<u>55,000</u>	<u>342,550</u>

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NATIONAL ASSOCIATION OF BLACK ACCOUNTANTS, INC.

CHAPTER NAME

Statement of Activities and Changes in Net Assets

For Period Ending Month > Date > Year

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>			
	General	Scholarship	Capital	Harlow	Total
	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	Endowment	<u>All Funds</u>
				<u>Fund</u>	
Revenue and support:					
Corporate Partnerships	\$ 5,000				5,000
Membership dues	12,000			3,000	15,000
Scholarship		65,000			65,000
Student conference	1,500				1,500
Seminars	2,500				2,500
Corporate and individual contributions	4,500				4,500
Annual givings	500				500
Advertising	650				650
Investment return	(250)	2,400		1,500	3,650
Other					-
	<u>26,400</u>	<u>67,400</u>	<u>-</u>	<u>4,500</u>	<u>98,300</u>
Expenses:					
Administration	1,525				1,525
Website Maintenance	400				400
Food & Beverage	4,500				4,500
Office supplies and expenses	250				250
Printing and publications	2,450				2,450
Telephone and utilities	250				250
Travel and meetings	3,500				3,500
Postage & Delivery	260				260
Student conferences	3,500				3,500
Scholarships		30,000			30,000
Credit card fees	1,200				1,200
Convention Registration Purchase	4,500				4,500
CPE Seminars	6,000				6,000
Interest	-				-
Other					-
Total expenses	<u>28,335</u>	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>58,335</u>
Change in net assets	(1,935)	37,400	-	4,500	39,965
Net assets (deficit), beginning of year	<u>154,485</u>	<u>97,600</u>	<u>-</u>	<u>50,500</u>	<u>302,585</u>
Net assets, end of period	\$ <u><u>152,550</u></u>	<u><u>135,000</u></u>	<u><u>-</u></u>	<u><u>55,000</u></u>	<u><u>342,550</u></u>

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Eleven Tips of SCREP

TIP #1: Start Early. Do not wait until the week of the period deadline to begin preparing your package for submission. Compile sign in sheets, flyers, agendas, meeting minutes, (documentation) as the events occur.

TIP #2: Appendix A – This appendix should be complete at the end of compiling the period's SCREP. It is a summarization of everything that the chapter included in Categories 1, 2, 3 and 4.

TIP #3: Appendix B – This should be the easiest part of the SCREP. This section should be completed first and is the basic student chapter officer contact information. Be sure to follow instructions... Appendix B states “**attach a separate listing/sheet...**” Don't lose points over an easy task. Be sure to provide ALL the requested information for ALL officer positions.

TIP #4: Appendix C – This should be attached on separate pieces of paper. Do not start filling out the page in the SCREP because your chapter should have more information than the lines given. The page within the SCREP report is just a template. Be sure to keep the same format and attach separate pieces of paper for the Operating Plan and the Calendar of Events. Note that Appendix C should also include the chapter's budget. All of the information requested should reflect the entire year. Be sure to put your chapter (University of Whatever) and the title (Operating Plan) at the top of each page.

TIP #5: Appendix D – This is usually the most complicated for student chapters. Your chapter should submit the two financial statements with EACH SCREP report. For the first reporting period, the financial statements should reflect the final yearend balance of the NABA fiscal year end, which is June 30th. Be sure to use the template. Do not create your chapter's own financial statements. The financial statements must be updated, completed, signed and dated each period.

TIP #6: Appendix E is newest addition to SCREP reporting. Send a request to the local chapter for the student membership reports each month if it is not sent to your chapter leadership. Be sure that the chapter membership information is kept confidential. Complete the reconciliation form and email it to the national office and copy you local chapter director, and/or regional director of student member services and maintain a copy for your SCREP records. The copy that the chapter maintains for their records (the email and reconciliation form) will be your evidence for completing Appendix E. Be sure to submit the email and reconciliation (when applicable) within the SCREP report as evidence of a review.

TIP #7: It is really important that you complete Category 1 in its entirety because points will **only** be awarded in the first reporting period for the Chapter Profile and the Operating Plan. At a minimum, review, complete and submit the minimum operating standards to ensure that the chapter is not suspended and charter not revoked.

TIP #8: Mail the original SCREP report and two complete copies of the SCREP report to the NABA national office. (Hint: The address is on the cover of the SCREP Report.) Do not wait until the day the report is due to mail it.

TIP #9: The organization of the SCREP report is essential for ease of grading. Be sure to use an index or dividers to separate categories and appendices. It is helpful to use binders as opposed to stapled documents. This will assist with minimizing the amount of lost or misplaced papers. The formula to SCREP is to provide a sign in sheet and one piece of evidence for each event. Put the support together in the same section and repeat for each category.

TIP #10: The chapter should review the grading each period. The grading notes/comments provide helpful information and justification for grades received. If you have questions, reach out to your Local Director of Student Member Services and the Local Director of Student Member Services is responsible for corresponding with the National SCREP Chair to answer any questions of concern. Don't wait until the last minute to ask questions.

TIP #11: Review each section. Confirm that each event properly fits into each category. If you have questions, ask your Local Director of Student Member Services or another NABA professional, but don't wait until the day before the SCREP report is due to inquire. If you have questions about grading, ask them upon receipt of the grades.