

SF9 print-proof checklist

Check a single sample sheet before producing official report cards.

School / teacher: _____ Grade / subject: _____ Date: _____

Check	Complete?	Observations / adjustment
Source roster and grades verified	☐	
School-approved SF9 template confirmed	☐	
Paper size and orientation confirmed	☐	
Front/back alignment checked with plain-paper test	☐	
Correct duplex flip-edge selected	☐	
Text, margins and comments are readable	☐	
Signed-off print sample approved	☐	

Before using this worksheet

- Use the actual applicable approved SF9 form and local school instructions.
- Proof with fictional information before placing identifiable learner records in a print queue.
- Test on the same printer, driver and media you intend to use.
- Do not assume an A5 front/back layout automatically maps correctly to A4 or Letter without checking.