

Home Access Center

PRINTING REPORT CARDS

The screenshot shows the Home Access Center interface. At the top, there are navigation icons for Home, Attendance, Classes, Grades, Student Support, and Registration. Below these is a blue navigation bar with tabs for IPR, Report Card, Transcript, Student Data Exchange, and Test Scores. The 'Report Card' tab is selected. The main content area is titled 'Report Card For Reporting Period 1'. Below this title is a dropdown menu for 'View the Report Card for Reporting Period' set to '1'. A table displays course information:

Course	Description	Period	Teacher	Room	All Credit	Em Credit	MP1
ART1 - 1	Art Grade 1	1	Strobel, Brian.T	B5	0.0000	0.0000	
LISTEN1 - 1	Listening Grade 1	2	Strobel, Brian.T	B5	0.0000	0.0000	
MATH1 - 1	Math Grade 1	3	Strobel, Brian.T	A1	0.0000	0.0000	

A 'Print' button is located in the top right corner of the report card area.

1. From the “**Grades**” page, select the *Report Card* tab.
2. Select the desired marking period from the drop down menu.
3. Click the *Print* button.
 - a. A PDF file will be generated for the marking period. This PDF can be saved to the local computer and/or printed.
 - b. *Note:* Report cards can only be viewed and printed for the current school year. Please contact your school directly to obtain report cards from previous school years.

Elementary Report Card Information

The screenshot shows the Home Access Center interface. At the top, there are navigation icons for Home, Attendance, Grades, and Registration. Below these is a blue navigation bar with tabs for School Links and Report Cards. The 'School Links' tab is selected. Below the navigation bar, there is a list of links. The link 'Report Card Information' is highlighted with a red arrow.

1. From the “**Home**” page and the *School Links* tab.
2. Select the *Report Card Information* link.
 - a. Information explaining how to interpret the Elementary Report cards can be found here.
 - b. Information is broken down by grade level.
 - c. For more explanation please contact your child’s teacher/school directly.