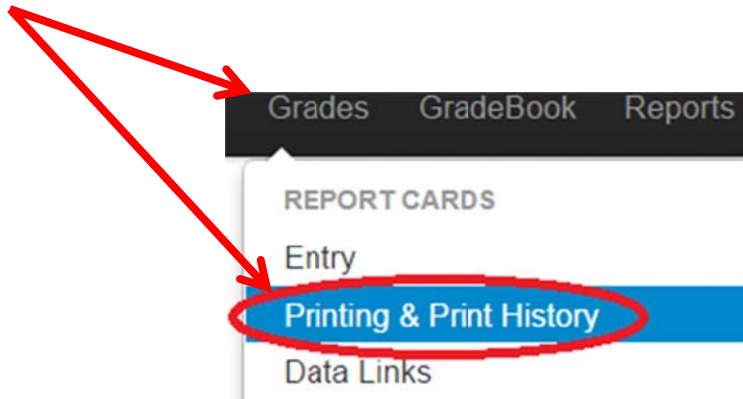
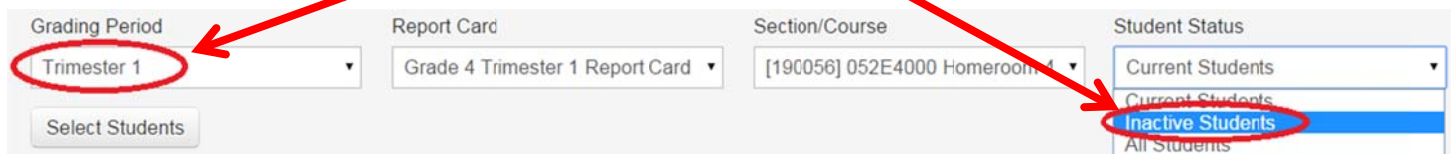


PRINTING REPORT CARDS FOR STUDENTS WHO LEFT

1. Proceed as one would normally print a report card by selecting the "Printing & Print History" option under the "Grades" tab:



2. Select the correct Grading Period and Report Card, and select the "Inactive Students" option under the "Student Status" field. Then click on the "Select Students" button:



3. Find the desired student from the list provided, and click on the "Download" button to generate a report card in English:

Student ID	Student Name	Correspondence Language	Download	English Download	Print?
	Castro-Barrera, Alexa Denis	Spanish		Download	<input checked="" type="checkbox"/>
	De Alva, Lizbeth	Spanish		Download	<input checked="" type="checkbox"/>
	Villarrial, Kaylie Breanne	English		Download	<input checked="" type="checkbox"/>

A red oval highlights the row for 'De Alva, Lizbeth', and a red arrow points from the text above to the 'Download' button in the 'English Download' column for that row.