



View and Download Report Cards

Log into your Focus Parent/Student portal.

Each child linked to the parent account will have their own **Student Block** on the Portal. Each student's information will show separately in their own block which contains four different tabs inside of it.

The four blocks are **GRADES**, **NEWS**, **PLANNER**, and **REPORTS**.

The screenshot shows the Focus Parent/Student portal interface. On the left is a navigation menu with options like Portal, School Information, My Profile, Preferences, Calendar, Request Conference, and a list of students (Emma, Nicole). The main content area is titled 'District & School Announcements' and includes a 'News' tab, an 'Alerts' section (currently empty), and an event for 'Band Recital: The Owl Hoots' on 02/19. On the right, a student block for 'Emma' is shown, with tabs for 'Grades', 'News', 'Planner', and 'Reports'. The 'Reports' tab is highlighted with a red box and displays a table of grades for the 2019-2020 school year.

Q1	Q2	Q3	Q4	01/07 - 03/12		
Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	AP ENG COMPO	Fry	0	1	0	99% A
02	CHEM 1 HON	Rehman	0	0	0	NG
03	SPANISH 2	Gonzalez	0	1	1	98% A
04	ALG 2	Knutson	0	1	0	84% B
05	US HIST	Fry	0	1	0	NG
06	MUSIC THEATRE 3	Gagliardi	0	1	0	100% A
07	BAND 3	Gagliardi	0	1	0	100% A

From the **REPORTS** tab in each student's block, you will see the Report Card, which can be viewed or downloaded by clicking the blue download arrow.

The first screenshot shows the student block for 'Alyssa' with the 'Reports' tab selected and highlighted by a red box. Below the tabs, a 'Report Card' entry is visible with a blue download arrow icon. The second screenshot shows the same student block, but the 'Report Card' entry is expanded, and the blue download arrow icon is highlighted with a red box, indicating it can be clicked to download the report card.