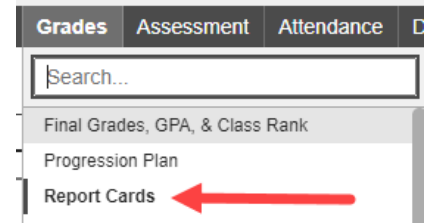


Printing Report Cards – Elementary KG-05

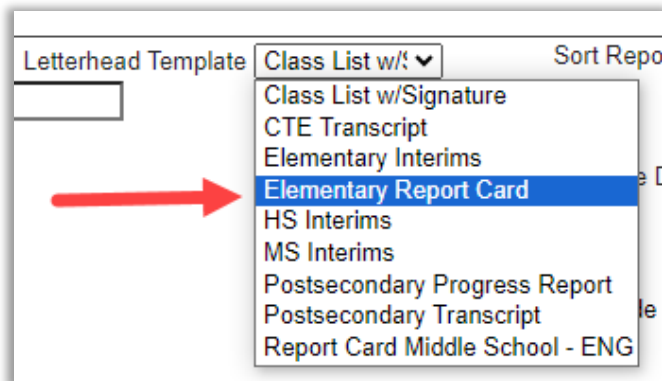
MAKE SURE YOU ARE IN THE CORRECT QUARTER

After posting is complete, grade reports checked, and grade changes entered/approved, you can generate and publish your report cards.

1. Click the Grades tab.
2. Select Report Cards.
3. The report cards screen will display.



4. Select the appropriate Letterhead Template – Elementary Report Card.



5. Sort Order: Period 00 Teacher
6. The Effective Date will default to the current date. Change it to the Quarter end date in which you are generating report cards for.
7. Click Continue.

Printing Report Cards – Elementary KG-05

8. The Report Cards screen will display.

Print Report Card:
☒ For each student

Search Screen Simple List Customized List

340 Students

Photo	Student	Grade
☐	[Student Name]	KG
☐	[Student Name]	03
☐	[Student Name]	KG

Consent to Non-academic Counseling Yes

Preview Print

Print Report Cards

Elementary schools will distribute printed copies of report cards to parents/students. Parents/Students will be able to view report cards online via FOCUS on the specified report card distribution date.

Reminders:

- All grade level report cards will be available online.
- Report cards must be published so they are accessible via the portal.
- You can publish report cards multiple times.
- The parent/student can only view the report card on or after the scheduled report card distribution date.
- The link on the parent/student portal will be accessible for 28 days after being published.

From the Report Cards screen:

1. Select all students in the list or check students individually.
2. Select For each student in the Print Report Card section
3. Click the Print button to generate the report cards.

Print Report Card:
☒ For each student

Search Screen Simple List Customized List

340 Students 340 Selected

Filters: ON Search

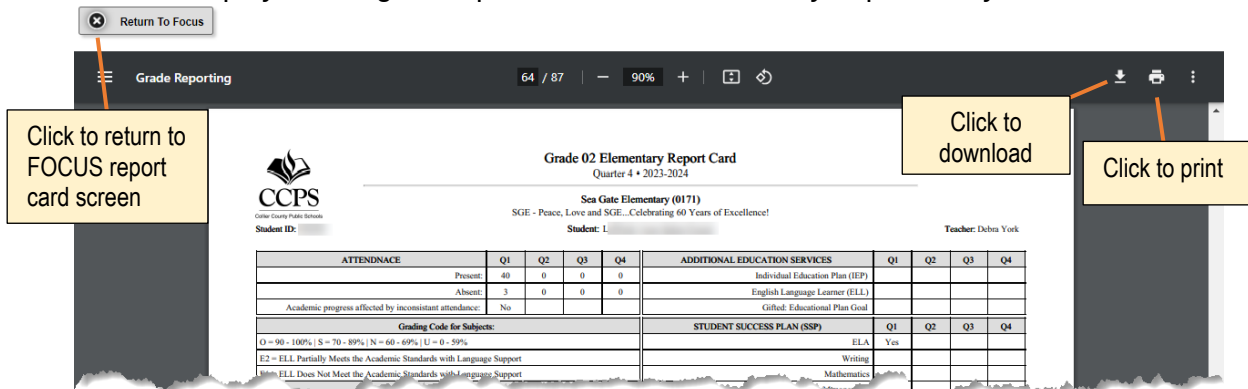
Photo	Student	Student ID	Grade
☒	[Student Name]	[Student ID]	KG
☒	[Student Name]	[Student ID]	03
☒	[Student Name]	[Student ID]	KG

Consent to Non-academic Counseling Yes

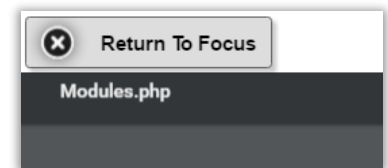
Preview Print

Printing Report Cards – Elementary KG-05

- A PDF file will display showing the report card for the students you previously selected.



- You can either download the file or print from the browser. It is recommended that you download the file and print from the PDF document.
- Select the print button in the upper right corner of the focus PDF screen to print the pdf file OR Select the download icon in the upper right to download the PDF.
- Click the “Return to FOCUS” button in the upper left corner of the screen to return to the Report Cards screen.

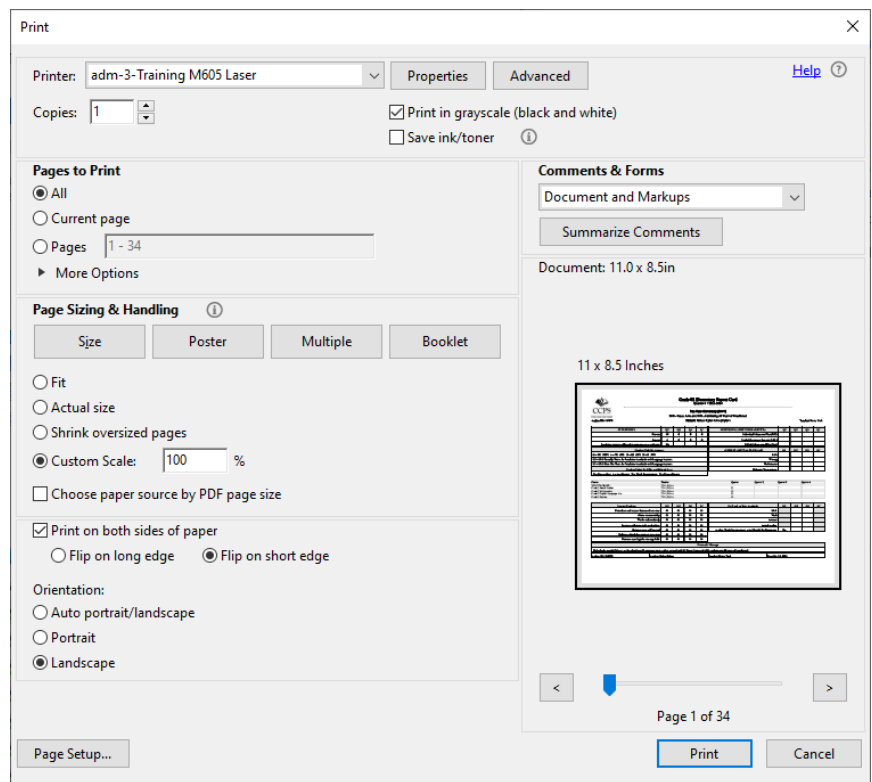


It is recommended that you download the PDF and review the report cards prior to printing.

Printer Settings

Printing from the PDF file:

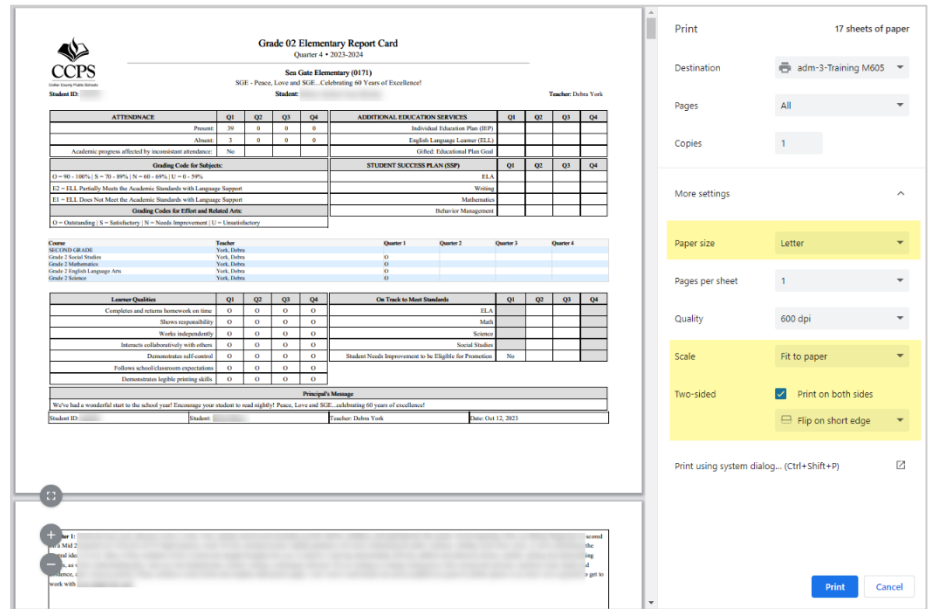
- Paper Size: Letter (8.5”x11”)
- Orientation: Landscape
- Scale: Fit to paper
- Print on both sides of the paper
 - Flip on short edge



Printing Report Cards – Elementary KG-05

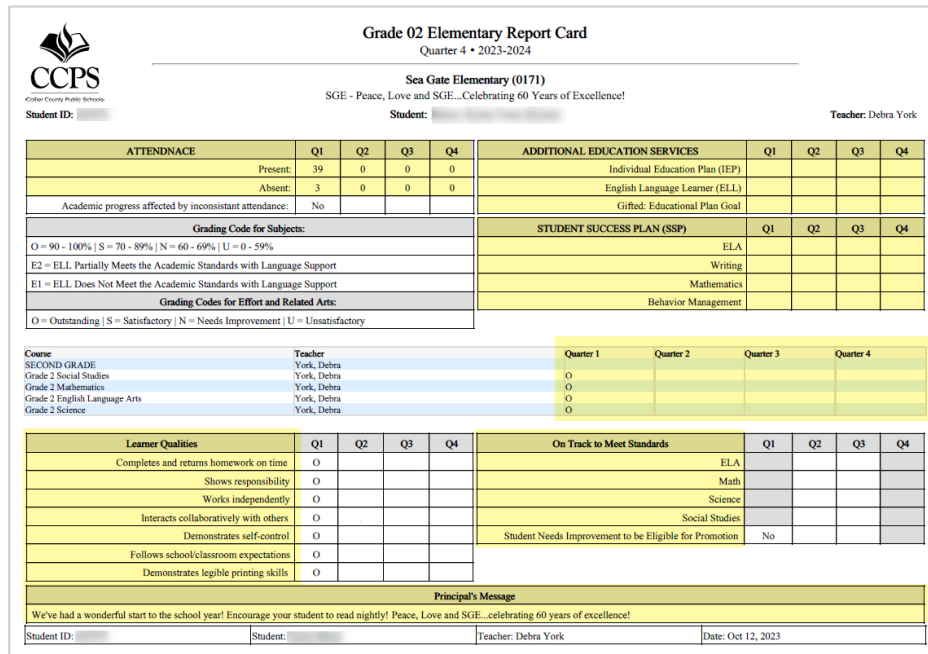
Printing from the BROWSER:

1. Paper Size: Letter (8.5"x11")
2. Orientation: Landscape
3. Scale: Fit to paper
4. Two-sided: Print both sides
 - a. Flip on short edge



Understanding the Report Card Template

Understanding and interpreting the elementary report card template is key to be able to identify where information originates and where it is placed on the report card.



Post Final Grades	Post Standard Grades (period 00)	Setup/School Info/ Report Card Message
Overall Grade & Effort SSP & Gifted Attendance & Improvement Notifications Comments & Conference Requested On track meets standards	Learner Qualities	Principal's Message