

Printing ARCHIVED Report Cards

The report card report will only display data for the current school year. School and Grade Level selection is based on the student's last enrollment record for the selected school year. Because students are now withdrawn for the previous school year, you will print report cards as follows. Report Cards prior to the 2024 school year can be generated from Reporting Services.

Application:

Reporting Services

To run this report:

From the Reporting Services Home page:

1. Select the Report Cards folder.
2. Select the Report Cards ARCHIVE folder.
3. Select the school year-appropriate Report Card Archive folder.
4. Select Reprints.
5. Select the grade level appropriate folder. EN=Elementary; MS=Middle; HS=High

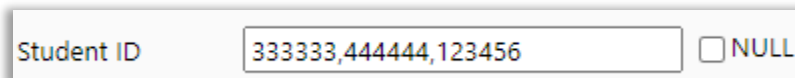
Note: Select the grade level folder the student was in during the selected school year.

6. Select the required menu options.
7. Uncheck the Null checkbox to the right of the Enter Student ID field.



Student ID ☐ NULL

8. In the Student ID field, enter a single student ID or a comma-delineated list regardless of enrollment status (inactive/active).



Student ID ☐ NULL

9. Click the View Report button.
10. The report card(s) will be generated and displayed at the bottom of the screen.

11. Download the PDF. DO NOT print from the PDF Viewer. Print from the downloaded file.

