

ELEMENTARY GRADE REPORTING CHECKLIST

(KG-05)



QUARTER 1 - REPORT CARDS (2026-2027)

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TRAINING AND Support

Training:

- Contact **Sheryl Priester** ext. 70417 or email priess@collierschools.com

Support:

- Contact the **Help Desk** at ext. 70445 or email helpdesk@collierschools.com

Report Card Processing Schedule - Quarter 1:

- **Wednesday, October 7, 2026** - Grade Posting Window Opens
- **Friday, October 9, 2026** - Q1 Grading Period Ends
- **Tuesday, October 13, 2026** - Grade Posting Window Closes (3:30pm)
- **Monday, October 19, 2026** - Distribution of Printed Elementary Report Cards

MAKE SURE YOU ARE IN THE CORRECT QUARTER

Quarter 2
Filter
Quarter 1
Quarter 2
Quarter 3
Quarter 4

Step 1

Monitor Your Teacher Completion Report

MAKE SURE YOU ARE IN THE CORRECT QUARTER

The **Teacher Completion Report** displays the teachers who have not posted their marking period grades yet and is broken down by Periods. In the event a teacher is absent or, for some other reason, is unable to post their own grades, this report can be used to post grades for the teacher.

1. Click the **Grades** tab
2. Select **Teacher Completion**
3. The Teacher Completion Report will display.

Grades

- > Final Grades, GPA, & Class Rank
- > Progression Plan
- > Gradebook Grades
- > Report Cards
- > Transcripts
- > Approve Grade Changes

Reports

- > Teacher Completion
- > Print Grades Verification Sheets
- > Honor Roll

Interpreting the Teacher Completion Report:

FOCUS Teacher Completion SIS ERP Sheryl Priester 2019-2020 Quarter 1

Setup Students Users Scheduling **Grades** Assessment Attendance Discipline Forms Billing Eligibility Florida Reports SSS Reports

Final Grades Standard Grades

Quarter 1 Semester 1 Full Year

Grade posting period: Oct 14, 2019 - Oct 18, 2019 at 4:00 PM Click the red Xs to post grades for the teacher.

30 Teachers who haven't entered grades

Teacher	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08
Alvarado, Miguel	X	X					X	X	X
Anderson, Holly	X	X					X	X	X
Ariza, John	X	X			X			X	X
Baker, Matthew	X								
Baldwin, Megan	X	X							X
Brown, John	X								

Select the quarter marking period.

Grade Posting window dates.

Click the red X to post grades for the teacher.

Red X's indicates periods the teacher has not posted grades.

Blank fields indicate that the teacher has posted grades for that period or does not have a graded section assigned.

Reminders:

- Make sure the current quarter marking period is highlighted/selected.
- The Grade Posting window dates are indicated at the top of the report. Once the time indicated has passed, teachers will be locked out from posting grades.
- As teachers post grades, the red X's will fall off the report until there are no periods for which grades have not been posted. Note: If a teacher should happen to enter some grades and save them, the red X will drop off the report, although grades have not fully been submitted/posted.
- Make sure to check the Teacher Completion report for FINAL GRADES and STANDARD GRADES tab.
- Effort and Learner Qualities update nightly.

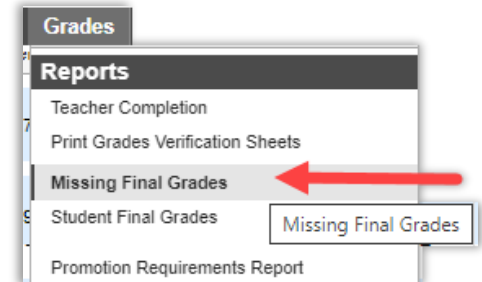
Step 2

Check your Missing Final Grades Report

MAKE SURE YOU ARE IN THE CORRECT QUARTER

The Missing Final Grades Report displays a list of students who were enrolled in a course through the end of the grade-posting period and do not have a grade posted for that course. If the student withdrew from the course, an end date will appear for the dropped course.

1. Click the Grades tab.
2. Select Missing Final Grades.
3. The student search screen will display from which missing grades for a specific student or group of students can be viewed.
4. Make sure the proper marking period is selected.
5. Click Simple List to view all missing grades for the selected marking period.
6. The report displays alphabetically by student.
7. Click on any column header to sort by that column. For example, click on the Teacher column header to sort the list by teacher.



The period 00 (grade level) course may remain/will be on your missing final grades report. Teachers DO NOT enter a "grade" for the period 00 (grade level) course. Even if they have entered a grade, there is no placement on the report card, and it does not affect the student in any way.

The Missing Final Grades Report only looks at Posted Final Grades.

Select to see all students that meet the criteria

Select the current grade marking period

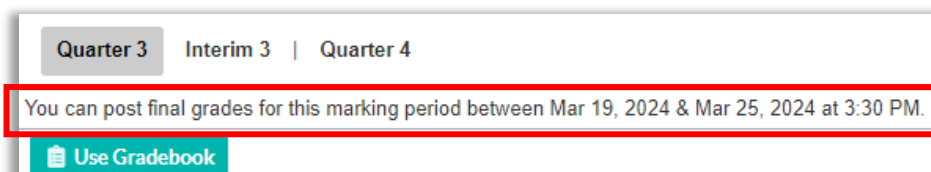
Click the header to sort by that column

Student ID	Grade	Course	Teacher	Period	Start Date	End Date
	KG	HEALTH K		Period 07	Aug 26, 2016	
	KG	LANG ARTS GRADE K		Period 01	Aug 26, 2016	
	KG	MATH GRADE K		Period 05	Aug 26, 2016	
	KG	SCIENCE GRADE K		Period 06	Aug 26, 2016	

Grade Posting Window

MAKE SURE YOU ARE IN THE CORRECT QUARTER

Teachers can enter/edit grades as long as the grade posting window is open. Once the grade posting window closes, a teacher can no longer access grades for the grade posting term. Administrators and Data Entry continue to have access after the grade posting window closes. A school can request the grade posting window to be re-opened.



**Consult with your Administrator prior to requesting a grade posting window extension.
DO NOT PROCEED until you receive direction from your Administrator.**

If the grade posting window has closed and you need it to be re-opened so teachers can continue to enter/edit grades for the grading term, your Administrator will need to submit a request via email to grades@collierschools.com requesting the grade posting window for your school to be re-opened. In the request, make sure to note the new date and time you want your grade posting window to close. Once the date is changed, teachers can resume entering/editing as needed.

Step 4

Post Grades for Absent Teachers

MAKE SURE YOU ARE IN THE CORRECT QUARTER

In the event a teacher is absent or for some other reason is unable to post their own grades, the Teacher Completion Report can be used to post final grades for the teacher.

**Consult with your Administrator prior to posting grades in the absence of a teacher.
DO NOT PROCEED until you receive direction from your Administrator.**

**Classroom Teachers post final grades for all courses and
post standard grades for the Homeroom (period 00) Course ONLY**

Post Final Grades

To post final grades for a Teacher, from the Teacher Completion Report:

1. Click on a red "X" for the corresponding teacher/period.
2. The Post Final Grades screen will display in a pop-up window.
3. Use the Course pull-down under "Post Final Grades-Teacher Program" to select the course. It defaults to the course connected to the period column from which the red X was clicked.
4. You can enter grades via "Use Gradebook Grades" or by entering them manually.
Note: Use Gradebook Grades will post grades for the entire class at one time, as long as no grades are missing when posting quarter grades.
5. Click the Save button to save the manually entered grades.
6. Choose another course from the pull-down if applicable and repeat the above steps.
7. After entering grades, close the browser window to return to your original FOCUS session.

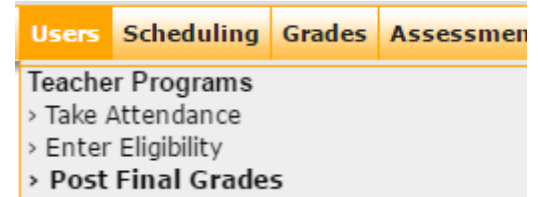
Although multiple fields have a default value, you will need to click the save button to submit the grades.

Note: If the student was not enrolled in the course section on the last day of the quarter, he/she is considered as “inactive”; therefore, click the “include inactive students” checkbox to include the student in your list.

☒ Include Inactive Students

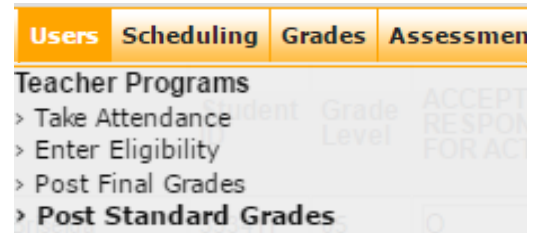
In absence of the red X, you can also access the Post Final Grades window:

1. Click the Users Tab.
2. Select Post Final Grades.
3. Search for the teacher.
4. Click Search.
5. Select the teacher from the list, and the post final grades window will display.



Post Standard Grades (period 00 Only)

1. Click the Users Tab.
2. Select Post Standard Grades.
3. Search for the teacher.
4. Click Search.
5. Select the teacher from the list, and the post standard grades window will display.



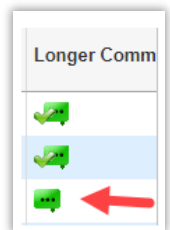
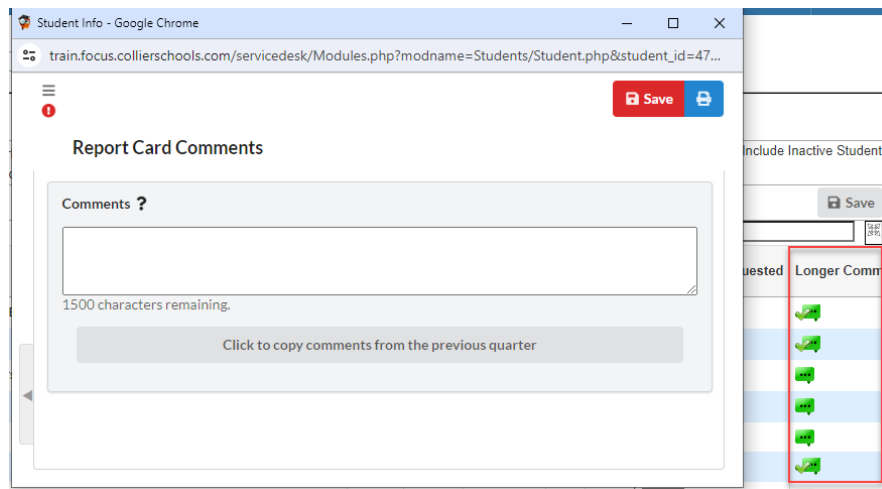
All Learner Qualities will default to Satisfactory (S). You must click Save to accept the defaults.

Teacher Comments

Note: PK Teachers DO enter comments.

To enter comments, from the post final grades screen:

1. Click the Longer Comments icon (green bubble) to open the Report Card Comments pop-up window for lengthy comments (1500 characters max).

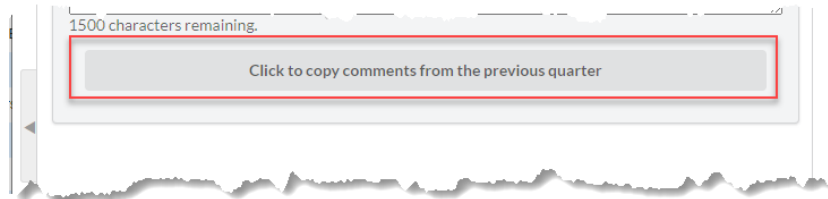


2. Enter or edit the comments as needed.
3. Click Save.



Report Cards are legal documents, often used in courts, therefore English must be used for written comments. If another language is used to communicate to parents, English must also appear. The requirement is English. Anything else is up to the teacher.

You can also click the Click to copy comments from the previous quarter button to pull in the previous comment made to be used again.



- Once saved, the comments box will automatically close, and the comment icon will display a green checkmark indicating that a comment has been made.

Step 5

Add Your Report Card Message

Schools have the option to add an overall message to report cards. This message will print on the bottom of every report card generated for your school and cannot exceed 255 characters.

Only your school Principal can enter the report card message.

Add a Message:

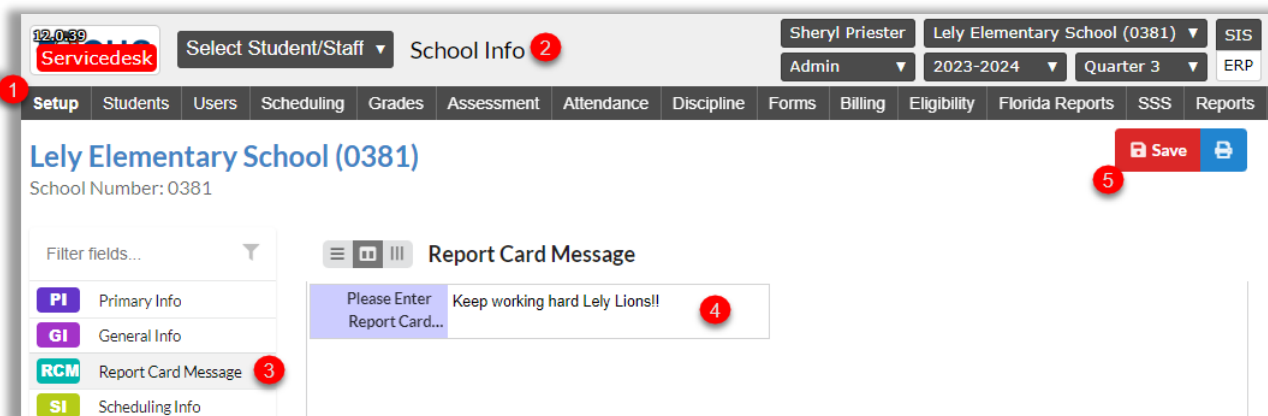
- Click the Setup tab.
- Select School Info.
- Select Report Card Message.
- Enter your report card message in the field provided.
- Click Save.

Edit the Message

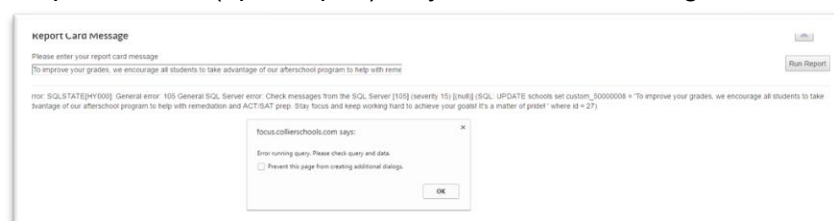
- Make changes as needed.
- Click Save.

Remove Message Content

- Select the report card message content.
- Press the delete key on the keyboard, to remove the message content from the field.
- Click Save.



Note: The use of certain punctuation (apostrophe) may cause the following error message to appear.



If you receive an SQL error message, check to make sure that your message does not exceed the maximum number of characters.

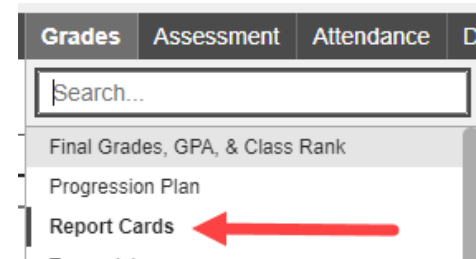
Step 6

Generate and Print

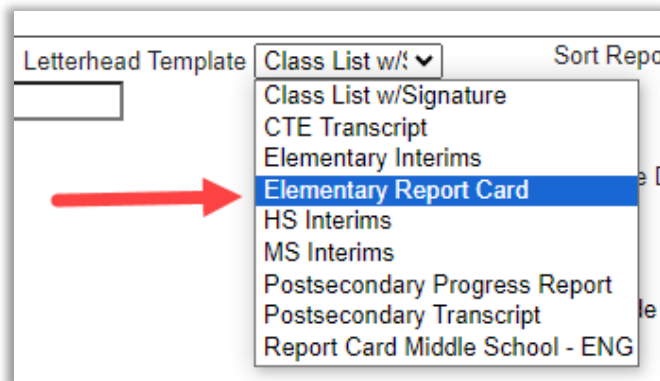
MAKE SURE YOU ARE IN THE CORRECT QUARTER

After posting is complete, grade reports checked, and grade changes entered/approved, you can proceed with generating and publishing 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 Grading Period end date in which you are generating report cards for.
7. Leave Display this Teacher on Each Report Card blank (unchecked).
8. Select Multilingual Report Cards checkbox to print in the parent contact language noted on the Demographics screen.
Note: Leave the checkbox unchecked if you want to print report cards in English regardless of parent contact language.
9. Click Search.

10. The Report Cards screen will display.

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.
- 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 on the list or check students individually.
2. Click the Print button to generate the report cards.

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

- 

Printer Settings

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

Print

Printer: adm-3-Training M605 Laser

Properties

Advanced

Help

Copies: 1

☒ Print in grayscale (black and white)

☐ Save ink/toner

Pages to Print

☒ All

☐ Current page

☐ Pages 1 - 34

More Options

Page Sizing & Handling

Size

Poster

Multiple

Booklet

☐ Fit

☐ Actual size

☐ Shrink oversized pages

☒ Custom Scale: 100 %

☐ Choose paper source by PDF page size

☒ Print on both sides of paper

☐ Flip on long edge

☒ Flip on short edge

Orientation:

☐ Auto portrait/landscape

☐ Portrait

☒ Landscape

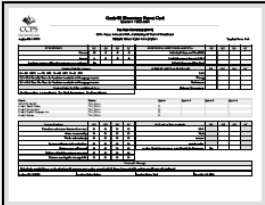
Comments & Forms

Document and Markups

Summarize Comments

Document: 11.0 x 8.5 in

11 x 8.5 Inches



<

Page 1 of 34

>

Print

Cancel

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



Chesapeake Public Schools

Student ID: _____

Grade 02 Elementary Report Card

Quarter 4 • 2023-2024

Sun Gate Elementary (0171)

SGE - Paces, Love and SGE - Celebrating 60 Years of Excellence!

Student: _____

Teacher: Delois York

ATTENDANCE	Q1	Q2	Q3	Q4	ADDITIONAL EDUCATION SERVICES				Q1	Q2	Q3	Q4
Present	20	8	8	8	Individual Education Plan (IEP)							
Absent	2	0	0	0	English Language Learner (ELL)							
Academic progress effected by inconsistent attendance	No	0	0	0	Other Educational Plan Code							
Grading Code for Subjects 0 = 100% ; 1 = 75% ; 2 = 50% ; 3 = 25% ; 4 = 0% ; 5 = 0% ; 6 = 0% ; 7 = 0% ; 8 = 0% ; 9 = 0% ; 10 = 0% ; 11 = 0% ; 12 = 0% ; 13 = 0% ; 14 = 0% ; 15 = 0% ; 16 = 0% ; 17 = 0% ; 18 = 0% ; 19 = 0% ; 20 = 0% ; 21 = 0% ; 22 = 0% ; 23 = 0% ; 24 = 0% ; 25 = 0% ; 26 = 0% ; 27 = 0% ; 28 = 0% ; 29 = 0% ; 30 = 0% ; 31 = 0% ; 32 = 0% ; 33 = 0% ; 34 = 0% ; 35 = 0% ; 36 = 0% ; 37 = 0% ; 38 = 0% ; 39 = 0% ; 40 = 0% ; 41 = 0% ; 42 = 0% ; 43 = 0% ; 44 = 0% ; 45 = 0% ; 46 = 0% ; 47 = 0% ; 48 = 0% ; 49 = 0% ; 50 = 0% ; 51 = 0% ; 52 = 0% ; 53 = 0% ; 54 = 0% ; 55 = 0% ; 56 = 0% ; 57 = 0% ; 58 = 0% ; 59 = 0% ; 60 = 0% ; 61 = 0% ; 62 = 0% ; 63 = 0% ; 64 = 0% ; 65 = 0% ; 66 = 0% ; 67 = 0% ; 68 = 0% ; 69 = 0% ; 70 = 0% ; 71 = 0% ; 72 = 0% ; 73 = 0% ; 74 = 0% ; 75 = 0% ; 76 = 0% ; 77 = 0% ; 78 = 0% ; 79 = 0% ; 80 = 0% ; 81 = 0% ; 82 = 0% ; 83 = 0% ; 84 = 0% ; 85 = 0% ; 86 = 0% ; 87 = 0% ; 88 = 0% ; 89 = 0% ; 90 = 0% ; 91 = 0% ; 92 = 0% ; 93 = 0% ; 94 = 0% ; 95 = 0% ; 96 = 0% ; 97 = 0% ; 98 = 0% ; 99 = 0% ; 100 = 0% ; 101 = 0% ; 102 = 0% ; 103 = 0% ; 104 = 0% ; 105 = 0% ; 106 = 0% ; 107 = 0% ; 108 = 0% ; 109 = 0% ; 110 = 0% ; 111 = 0% ; 112 = 0% ; 113 = 0% ; 114 = 0% ; 115 = 0% ; 116 = 0% ; 117 = 0% ; 118 = 0% ; 119 = 0% ; 120 = 0% ; 121 = 0% ; 122 = 0% ; 123 = 0% ; 124 = 0% ; 125 = 0% ; 126 = 0% ; 127 = 0% ; 128 = 0% ; 129 = 0% ; 130 = 0% ; 131 = 0% ; 132 = 0% ; 133 = 0% ; 134 = 0% ; 135 = 0% ; 136 = 0% ; 137 = 0% ; 138 = 0% ; 139 = 0% ; 140 = 0% ; 141 = 0% ; 142 = 0% ; 143 = 0% ; 144 = 0% ; 145 = 0% ; 146 = 0% ; 147 = 0% ; 148 = 0% ; 149 = 0% ; 150 = 0% ; 151 = 0% ; 152 = 0% ; 153 = 0% ; 154 = 0% ; 155 = 0% ; 156 = 0% ; 157 = 0% ; 158 = 0% ; 159 = 0% ; 160 = 0% ; 161 = 0% ; 162 = 0% ; 163 = 0% ; 164 = 0% ; 165 = 0% ; 166 = 0% ; 167 = 0% ; 168 = 0% ; 169 = 0% ; 170 = 0% ; 171 = 0% ; 172 = 0% ; 173 = 0% ; 174 = 0% ; 175 = 0% ; 176 = 0% ; 177 = 0% ; 178 = 0% ; 179 = 0% ; 180 = 0% ; 181 = 0% ; 182 = 0% ; 183 = 0% ; 184 = 0% ; 185 = 0% ; 186 = 0% ; 187 = 0% ; 188 = 0% ; 189 = 0% ; 190 = 0% ; 191 = 0% ; 192 = 0% ; 193 = 0% ; 194 = 0% ; 195 = 0% ; 196 = 0% ; 197 = 0% ; 198 = 0% ; 199 = 0% ; 200 = 0% ; 201 = 0% ; 202 = 0% ; 203 = 0% ; 204 = 0% ; 205 = 0% ; 206 = 0% ; 207 = 0% ; 208 = 0% ; 209 = 0% ; 210 = 0% ; 211 = 0% ; 212 = 0% ; 213 = 0% ; 214 = 0% ; 215 = 0% ; 216 = 0% ; 217 = 0% ; 218 = 0% ; 219 = 0% ; 220 = 0% ; 221 = 0% ; 222 = 0% ; 223 = 0% ; 224 = 0% ; 225 = 0% ; 226 = 0% ; 227 = 0% ; 228 = 0% ; 229 = 0% ; 230 = 0% ; 231 = 0% ; 232 = 0% ; 233 = 0% ; 234 = 0% ; 235 = 0% ; 236 = 0% ; 237 = 0% ; 238 = 0% ; 239 = 0% ; 240 = 0% ; 241 = 0% ; 242 = 0% ; 243 = 0% ; 244 = 0% ; 245 = 0% ; 246 = 0% ; 247 = 0% ; 248 = 0% ; 249 = 0% ; 250 = 0% ; 251 = 0% ; 252 = 0% ; 253 = 0% ; 254 = 0% ; 255 = 0% ; 256 = 0% ; 257 = 0% ; 258 = 0% ; 259 = 0% ; 260 = 0% ; 261 = 0% ; 262 = 0% ; 263 = 0% ; 264 = 0% ; 265 = 0% ; 266 = 0% ; 267 = 0% ; 268 = 0% ; 269 = 0% ; 270 = 0% ; 271 = 0% ; 272 = 0% ; 273 = 0% ; 274 = 0% ; 275 = 0% ; 276 = 0% ; 277 = 0% ; 278 = 0% ; 279 = 0% ; 280 = 0% ; 281 = 0% ; 282 = 0% ; 283 = 0% ; 284 = 0% ; 285 = 0% ; 286 = 0% ; 287 = 0% ; 288 = 0% ; 289 = 0% ; 290 = 0% ; 291 = 0% ; 292 = 0% ; 293 = 0% ; 294 = 0% ; 295 = 0% ; 296 = 0% ; 297 = 0% ; 298 = 0% ; 299 = 0% ; 300 = 0% ; 301 = 0% ; 302 = 0% ; 303 = 0% ; 304 = 0% ; 305 = 0% ; 306 = 0% ; 307 = 0% ; 308 = 0% ; 309 = 0% ; 310 = 0% ; 311 = 0% ; 312 = 0% ; 313 = 0% ; 314 = 0% ; 315 = 0% ; 316 = 0% ; 317 = 0% ; 318 = 0% ; 319 = 0% ; 320 = 0% ; 321 = 0% ; 322 = 0% ; 323 = 0% ; 324 = 0% ; 325 = 0% ; 326 = 0% ; 327 = 0% ; 328 = 0% ; 329 = 0% ; 330 = 0% ; 331 = 0% ; 332 = 0% ; 333 = 0% ; 334 = 0% ; 335 = 0% ; 336 = 0% ; 337 = 0% ; 338 = 0% ; 339 = 0% ; 340 = 0% ; 341 = 0% ; 342 = 0% ; 343 = 0% ; 344 = 0% ; 345 = 0% ; 346 = 0% ; 347 = 0% ; 348 = 0% ; 349 = 0% ; 350 = 0% ; 351 = 0% ; 352 = 0% ; 353 = 0% ; 354 = 0% ; 355 = 0% ; 356 = 0% ; 357 = 0% ; 358 = 0% ; 359 = 0% ; 360 = 0% ; 361 = 0% ; 362 = 0% ; 363 = 0% ; 364 = 0% ; 365 = 0% ; 366 = 0% ; 367 = 0% ; 368 = 0% ; 369 = 0% ; 370 = 0% ; 371 = 0% ; 372 = 0% ; 373 = 0% ; 374 = 0% ; 375 = 0% ; 376 = 0% ; 377 = 0% ; 378 = 0% ; 379 = 0% ; 380 = 0% ; 381 = 0% ; 382 = 0% ; 383 = 0% ; 384 = 0% ; 385 = 0% ; 386 = 0% ; 387 = 0% ; 388 = 0% ; 389 = 0% ; 390 = 0% ; 391 = 0% ; 392 = 0% ; 393 = 0% ; 394 = 0% ; 395 = 0% ; 396 = 0% ; 397 = 0% ; 398 = 0% ; 399 = 0% ; 400 = 0% ; 401 = 0% ; 402 = 0% ; 403 =												

Step 7

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.

Grade 02 Elementary Report Card Quarter 4 • 2023-2024									
Sea Gate Elementary (0171) SGE - Peace, Love and SGE...Celebrating 60 Years of Excellence!									
Student ID: _____		Student: _____		Teacher: Debra York					
ATTENDANCE		Q1	Q2	Q3	Q4	ADDITIONAL EDUCATION SERVICES			
Present: 39		0	0	0	0	Individual Education Plan (IEP)			
Absent: 3		0	0	0	0	English Language Learner (ELL)			
Academic progress affected by inconsistent attendance: No						Gifted: Educational Plan Goal			
Grading Code for Subjects:						STUDENT SUCCESS PLAN (SSP)			
O = 90 - 100% S = 70 - 89% N = 60 - 69% U = 0 - 59%						Q1 Q2 Q3 Q4			
E2 = ELL Partially Meets the Academic Standards with Language Support						ELA			
E1 = ELL Does Not Meet the Academic Standards with Language Support						Writing			
Grading Codes for Effort and Related Arts:						Mathematics			
O = Outstanding S = Satisfactory N = Needs Improvement U = Unsatisfactory						Behavior Management			
Course		Teacher		Quarter 1		Quarter 2		Quarter 3	
SECOND GRADE		York, Debra		O		O		O	
Grade 2 Social Studies		York, Debra		O		O		O	
Grade 2 Mathematics		York, Debra		O		O		O	
Grade 2 English Language Arts		York, Debra		O		O		O	
Grade 2 Science		York, Debra		O		O		O	
Learner Qualities		Q1	Q2	Q3	Q4	On Track to Meet Standards		Q1	Q2
Completes and returns homework on time		O				ELA			
Shows responsibility		O				Math			
Works independently		O				Science			
Interacts collaboratively with others		O				Social Studies			
Demonstrates self-control		O				Student Needs Improvement to be Eligible for Promotion		No	
Follows school/classroom expectations		O							
Demonstrates legible printing skills		O							
Principal's Message									
We've had a wonderful start to the school year! Encourage your student to read nightly! Peace, Love and SGE...celebrating 60 years of excellence!									
Student ID: _____		Student: _____		Teacher: Debra York		Date: Oct 12, 2023			

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

Reminders

- Educational Plan Goal rating is REQUIRED for all students identified as gifted.
- Teacher comments cannot exceed 1500 characters.
- Principal's message cannot exceed 255 characters.
- Classroom teachers post final grades for all courses and post standard grades for the Homeroom Course ONLY. Related Arts Teachers post final grades ONLY.
- Grade Codes: KG-02 = O, S, N, U; 03-05 = A, B, C, D, F; Related Arts = O, S, N, U
- E1, E2 grade codes do not apply to related arts courses.
- English Language Learners codes as LY will have a message populated on the report card stating, "CCPS Message: The grades earned this quarter take into consideration your student's level of English proficiency."
- Post Standard = Learner Qualities
 - All default to satisfactory (s), teacher must still click Save.
- Final grades will display on the students Grades Summary or Final Grades, GPA, & Class Rank screen.
- Save, Save, and Save again. When in doubt click Save.
- You should print report cards the day before the publishing/distribution date.

Parents/Students Accessing Interims and Report Cards

Quarterly interims and report cards for Elementary, Middle, and High school grade levels are published to FOCUS Student/Parent portal.

Logging in as the STUDENT

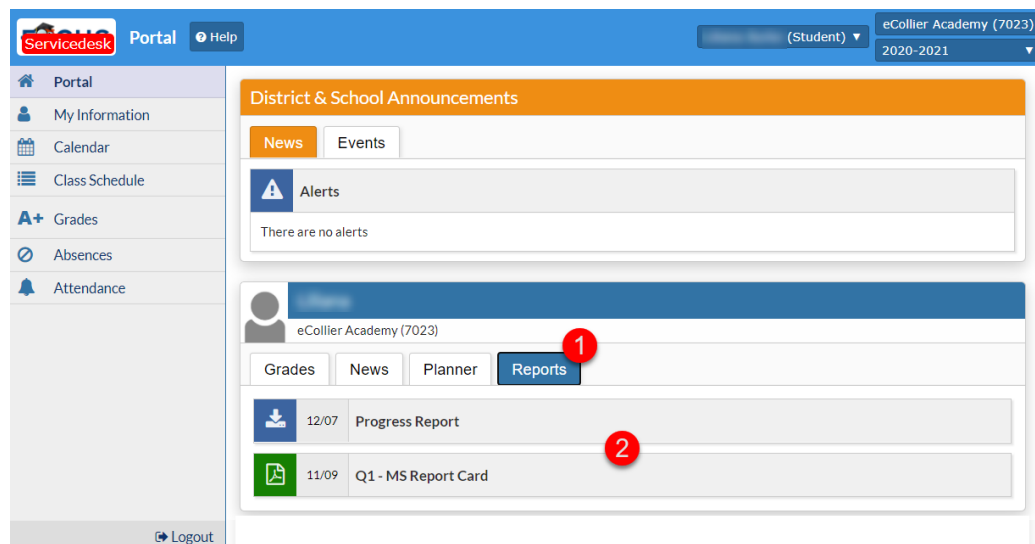
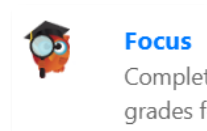
1. Open your Chrome browser.
2. Visit <https://focus.collierschools.com/focus/>
3. Enter the students 6-digit ID number (lunch number) as the username.
4. Enter the students password (grade specific).
 - For students in Kindergarten through Grade 2, enter 1
 - For students in Grades 3-12, enter your student's birthday month and day as four digits (for example, September 7, 2011 would be 0907)

Note: Consult with your school if do not know your child's student ID number.

5. In the Student Information section, Click the Reports tab.
6. Click the link to download a PDF version of the interim or report card.

Logging in as a PARENT

1. Open your Chrome browser.
2. Log into the CCPS Portal:
 - a. Visit the CCPS Website (www.collierschools.com).
 - b. Click the red Parents tab in the top right corner.
 - c. Scroll down to CCPS Portal and click the CCPS Portal button.
 - d. Enter your login credentials.
 - e. Under District Resources, Click the FOCUS icon.
3. The FOCUS portal page will display.
4. In the Student Information section, Click the Reports tab.
5. Click the link to download a PDF version of the interim or report card.



Acceso a los Reportes de Calificaciones preliminares y definitivas para Padres/Estudiantes

Los informes trimestrales preliminares y los boletines de notas de los niveles de primaria, intermedia y superior se publican en el portal FOCUS para estudiantes y padres.

Ingresar como ESTUDIANTE

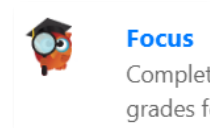
1. Abra el navegador Chrome.
2. Visite <https://focus.collierschools.com/focus/>
3. Introduzca los 6 dígitos del ID de su estudiante (número de almuerzo) como nombre de usuario.
4. Escriba la contraseña del estudiante (específico para su grado).
 - Para estudiantes de Kindergarten hasta 2° Grado, ingrese 1
 - Para estudiantes de 3°-12° grado, introduzca el mes y el día del cumpleaños de su estudiante en cuatro dígitos (por ejemplo, septiembre 7 de 2011, sería 0907)

Nota: consulte con su escuela si no sabe el número de estudiante de su hijo(a).

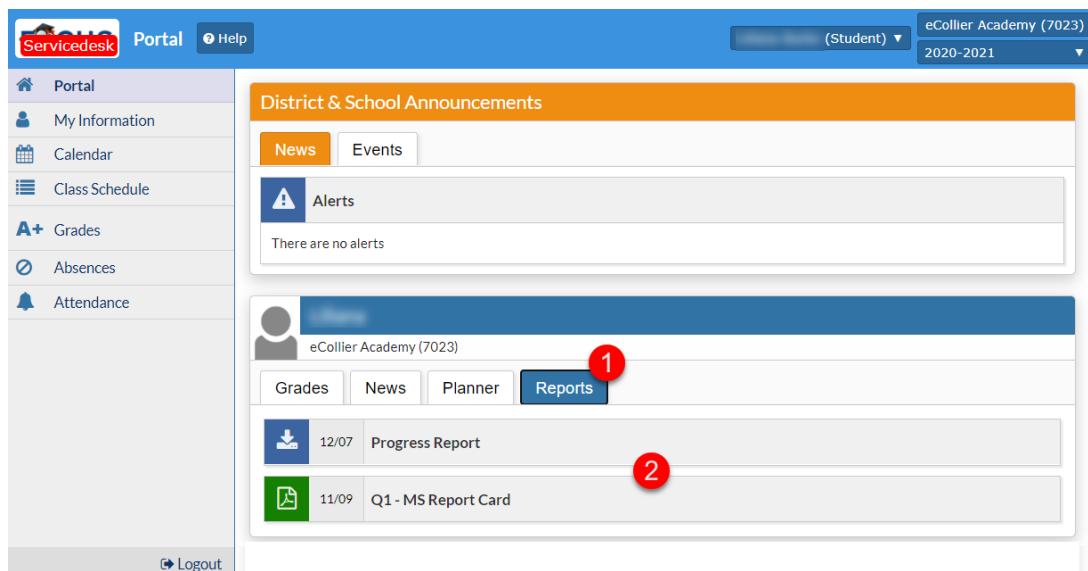
5. En la sección de información del estudiante, haga clic a la pestaña de Reportes.
6. Haga clic en el enlace para descargar la versión en PDF en el reporte preliminar o el definitivo.

Ingresar como PADRE

1. Abra el navegador Chrome.
2. Inicie sesión en el Portal CCPS:
 - a. Visite el sitio web de CCPS (www.collierschools.com).
 - b. Haga clic en la pestaña roja Padres en la esquina superior derecha.
 - c. Desplácese hacia abajo hasta Portal CCPS y haga clic en el botón Portal CCPS.
 - d. Ingrese su inicio de sesión.
 - e. En Recursos del distrito, haga clic en el ícono FOCUS.



3. Aparecerá la página del portal FOCUS.
4. En la sección de información del Estudiante, haga clic en la pestaña Reportes.
5. Haga clic en el enlace para descargar la versión en PDF en el reporte preliminar o el definitivo.



Direksyon pou Paran/Elèv Jwenn Aksè a Kanè Enterimè e Kanè Final

Yo pibliye kanè enterimè chak ka nan ane lekòl la ansanm ak kanè final pou elèv ki nan nivo klas Elemantè, Mwayen, ak Segondè nan pòtal FOCUS Elèv/Paran yo.

Pou antre nan sistèm nan antan ke ELÈV

1. Ouvè paj navigatè Chrome ou a.
2. Vizite <https://focus.collierschools.com/focus/>
3. Antre nimewo idantifikasyon 6 chif elèv ou a (nimewo lunch la) kòm idantifyan (username).
4. Antre modpas (password) elèv ou a (klas espesifik).
 - Pou elèv ki nan klas Kindergarten pou rive nan klas 2èm ane, antre 1
 - Pou elèv ki nan klas 3èm pou rive 12èm ane, antre mwa ak jou nan dat nesans elèv la ki ap fòme kat chif (pa egzanp, 7 septanm 2011 ta dwe devni 0907)

Nòt: Konsilte lekòl pitit ou a si ou pa konnen nimewo idantifikasyon pitit ou a.

5. Nan seksyon ki make Enfòmasyon Elèv yo, ou ap klike sou tab “Reports” la.
6. Klike lyen an pou w ka telechaje yon vèsyon PDF kanè enterimè oswa kanè final la.

Pou antre nan sistèm nan antan ke PARAN

1. Ouvè paj navigatè Chrome ou a.
2. Konekte nan Pòtal CCPS la:
 - a. Vizite sitwèb CCPS la (www.collierschools.com).
 - b. Klike sou tab wouj Paran ki nan kwen anwo dwat.
 - c. Desann nan CCPS Portal epi klike sou bouton CCPS Portal.
 - d. Antre login ou a.
 - e. Anba Resous Distri a, Klike sou ikòn FOCUS la.
3. Paj pòtal FOCUS la ap parèt.
4. Nan seksyon ki make Enfòmasyon Elèv yo, ou ap klike sou tab “Reports” la.
5. Klike lyen an pou w ka telechaje yon vèsyon PDF kanè enterimè oswa kanè final la.

