



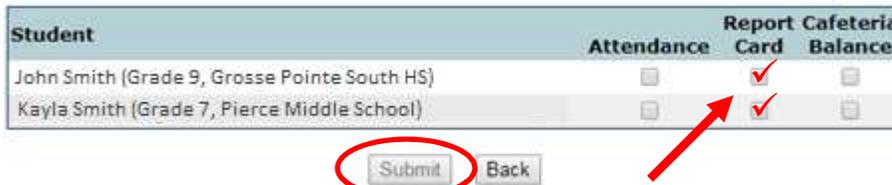
Report Card Options

Three options for accessing electronic report card information in ParentPortal

1) Sign up to receive a Report Card email



After logging into ParentPortal, click on the **Email Notification** link in the upper right.



Place check marks in the **Report Card** box(es), then click **Submit**.

Report Card emails are sent only once per marking period, on the day after report card grades become available for viewing online in ParentPortal.

If you sign up for the Report Card email after this date, you won't receive a Report Card email until the next new marking period ends.

2) View Report Card information in ParentPortal



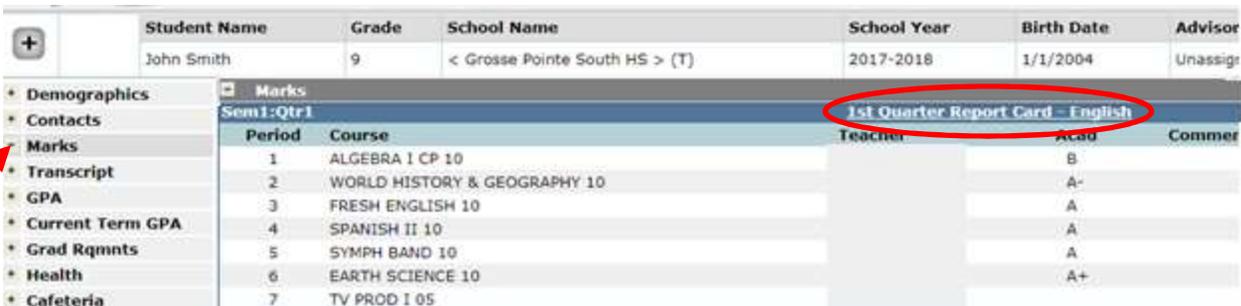
Marks displays the Report Card grades and any optional Comments or Notes.

You'll see a  icon under the Notes column if the teacher wrote a note. Click on that icon to view the note.

GPA for high school students: displays cumulative GPA.

Current Term GPA for middle school and high school students: displays individual marking period GPAs, and for high school students only, each semester GPA.

3) View, Download & Save, and/or Print a more traditional looking Report Card



After opening up the **Marks** area, click on the **1st Quarter Report Card** link at the top right of the 1st Quarter marks banner to open a PDF of a more traditional report card that you can save to your computer or print.