

Accessing your student's **Elementary Report Card** on the **Parent Portal**
Using Firefox:

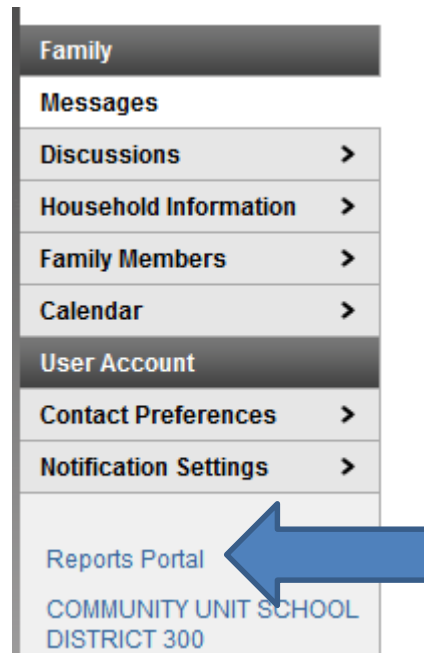
STEP ONE:

- Be sure you have your username and password for your Parent Portal to access the Elementary Report Card
- Before you log into your Parent Portal account, you will need to have Adobe Acrobat Reader on your computer or laptop, so please download a free version of this program by creating a new tab and typing: <https://get.adobe.com/reader/> (you can copy and paste this link into your new tab) then click on the **INSTALL NOW** (gold rectangle)

The screenshot displays the Adobe Acrobat Reader DC download page. At the top left is the Adobe logo. The main heading is "Adobe Acrobat Reader DC". Below this is a collage of images showing various documents and the Adobe logo. The version number "Version 2015.020.20039" and "System requirements" are listed. Under "Your system:", it specifies "Windows 7, English" and provides links for "Do you have a different language or operating system?" and "Are you an IT manager or OEM?". The "Optional offers" section includes checkboxes for "Yes, install Google Chrome" (with "Make Chrome my default browser" and a "Learn more" link) and "Yes, install Google Toolbar for Internet Explorer" (with a "Learn more" link). A small browser window icon is shown below. The "Terms & conditions:" section explains that clicking "Install now" implies agreement to updates and licenses. A large yellow "Install now" button is at the bottom right, with "Total size: 142.32 MB" below it. The page is labeled "Step: 1 of 3" in the top right corner.

STEP TWO:

- On the left side of the screen, you will click on the blue hyperlink –REPORTS PORTAL (see below)



STEP THREE:

- If you have one elementary student, proceed to STEP FOUR
- If you have a student at the elementary level and middle and/or high school levels, choose the elementary student and proceed to the next step
- If you have multiple elementary students, you must select one student at a time – to switch between students, click on the name of the other students in your family. Those names will appear above this message:

To access your student's info please click the picture.

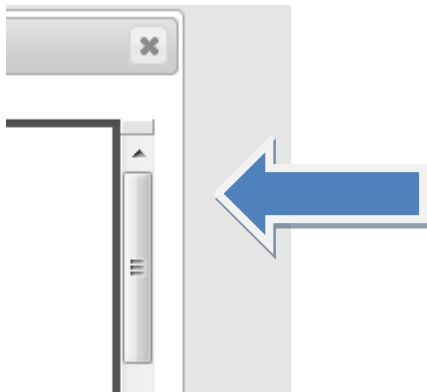
STEP FOUR:

- Click on the words Elementary Reports –



STEP FIVE:

- This will now bring up the student's report card. To view all pages on this report scroll down using the scroll bar on the right hand side

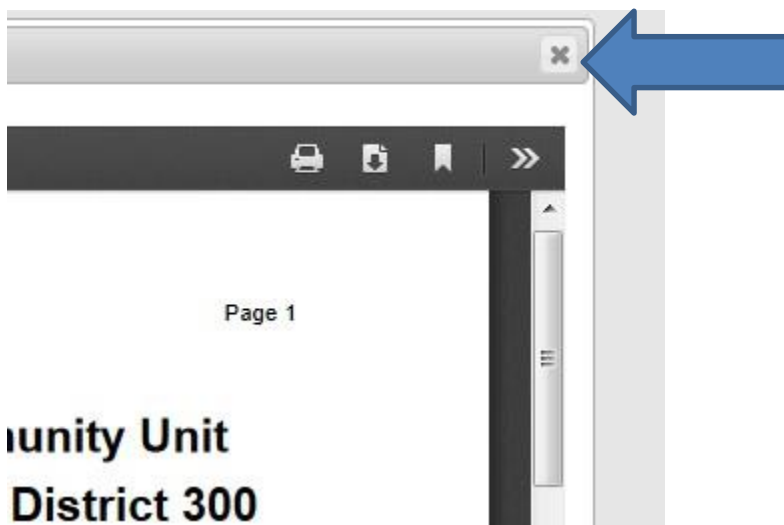


To print or save a copy of the report card choose from the icons on the (top) center of the page



STEP SIX:

- When you are done viewing this report, then just click on the X on the uppermost right hand corner



- When you have clicked on the X – you will return to the HOME tab

HOME

■ [Elementary Reports](#)