

After grades are stored at the end of each semester, you should print deficiency notices for students with Ds and Fs.

Step 1: On the start page, select the students you'd like to print report cards for. Typically you'll select "All."

Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

Step 2: Select "Print Report" from the drop-down menu.

Browse Students

A B C D E F G H I J K L M
N O P Q R S T U V W X Y Z
9 10 11 12 M F All Current Selection (548)

Select a function for this group of students

- Attendance Change
- Counselor's Screen
- Enrollment Summary
- Export Using Template
- Fee Functions
- ID/Password Assignment
- LDAP Directory Synchronization
- List Students
- Mass Enroll in Classes
- Mass Print A Student Screen
- Next School Indicator
- Print Report**

Step 3: Select the appropriate report card or progress report.

The custom ones leave the header blank so you can use your own letterhead.

The generic ones print the name and address of your school in the header.

Value

- Class Attendance Audit
- Lunch Status- Reduce
- Parent Conference Letter
- Parent Volunteer Hours
- Summer School Letter
- Test-HT
- Custom Quarter 1 Report Card**
- Custom Quarter 3 Report Card
- Custom Semester 1 Report Card
- Custom Semester 2 Report Card
- Generic Prog Report - Current Grades S1
- Generic Prog Report - Current Grades S2
- Generic Quarter 1 Report Card
- Generic Quarter 3 Report Card
- Generic Semester 1 Report Card
- Generic Semester 2 Report Card
- Attendance Letter S1
- Attendance Letter S2
- Progress Report_S2
- Quarter 2 Progress Report

Step 4: Click the “Submit” button. 

Step 5: Once the report is completed, click on “View” to retrieve your report.

Step 6: You can now save or print your report cards.