

## ACCESSING REPORT CARDS IN PARENT PORTAL:



To access your child(s) report card follow these instructions below:

1. Log into your Parent Portal Account
2. Click on **Reports** and then click on **Standard Report Card**
3. Report card will appear after you download it

See the image below for a visual:

A screenshot of a web application interface for a school district. At the top, there is a header with a profile picture and the text "Killlearn Lakes Elementary-0481". Below the header is a navigation bar with four buttons: "Grades", "News", "Planner", and "Reports". The "Reports" button is highlighted in blue and has a red arrow pointing to it from the right. Below the navigation bar is a list of report cards. Each row contains a download icon, a date and time, the report card title, and a grade level in a green box. The first row shows a blue download icon, "04/01 10:08 AM", "Standard Report Card", and "Elementary". A red arrow points to the "Standard Report Card" text. The second row shows a green download icon, "11/22 4:42 PM", "Spr 2019 - ELA03". The third row shows a green download icon, "11/22 4:42 PM", "Spr 2019 - MAT03".

Killlearn Lakes Elementary-0481			
Grades	News	Planner	Reports
	04/01 10:08 AM	Standard Report Card	Elementary
	11/22 4:42 PM	Spr 2019 - ELA03	
	11/22 4:42 PM	Spr 2019 - MAT03	