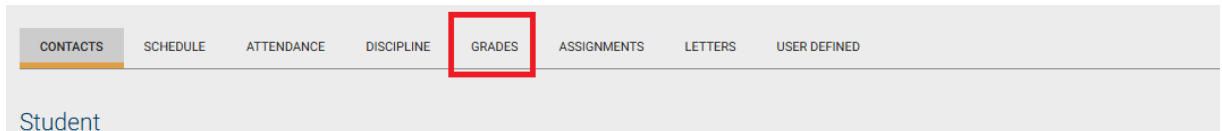
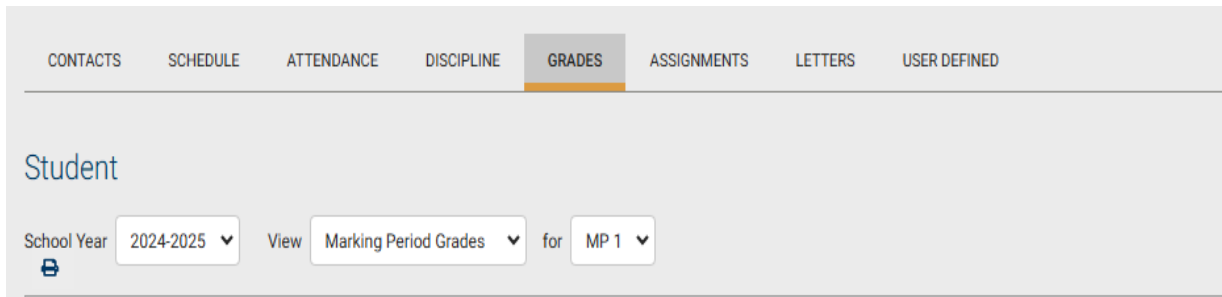


Guide on How Parents/Guardians Access Report Cards in SchoolTool

1. After the parent has logged into the SchoolTool Parent Portal.
2. Select the child they want to view.
3. When the child's information is displayed. Click on the "Grades" tab located in the middle menu bar.



4. Make sure the correct School Year, View (Marking Period Grades) and Marking Period are selected from the drop down menus.



5. **You can now scroll down below the grid and you will see the report card descriptors and scores along with comments.**
6. Optional: If you would like to print your student's report card you can click the printer icon located below the school year. 