



Overview

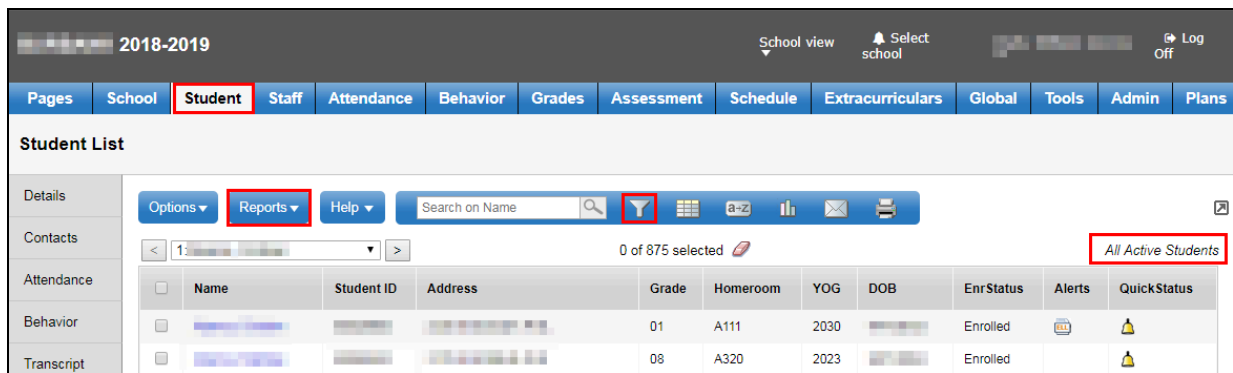
Principals and Grading Coordinators have the ability to print report cards (RCs) and progress reports (PRs). RCs and PRs always print with the same posted grades that appear in transcripts records.

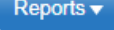
To Print Report Cards or Progress Reports, follow the steps below:

1. Make sure you are in **School View**.
2. Click the **Student** top tab.
 - a. To print report cards for all students in the school, make sure that *All Active Students* appears in the upper-right corner of the student list.

NOTE: If *All Active Students* is not initially displayed, choose it from the filter  menu.

- b. To print report cards for a subset of students (e.g, a single grade level), change the selection in the filter  menu (e.g. choose "Grade Level = ?," and select a grade level)



3. Click on the **Reports** Menu 
 - a. For Grades 1-8 students, choose **ES Progress Report** or **ES Report Card****
 - b. For Kindergarten students, choose **Kindergarten Report Card**
 - c. For High School students, choose **HS Progress Report** or **HS Report Card**
4. In the resulting popup window:
 - a. Leave "Students to include" at "Current Selection"
 - b. Select the "Letter Language" - the language(s) in which the reports should print*
 - c. Select the appropriate grading Term (e.g. Term 1, Term 2.....)
 - d. Select a sort order under "Sort students by"
 - e. Leave "Format" as "Adobe Acrobat (PDF)"
 - f. Click the **Run** button, and the **PDF report will appear in a popup window** in a few seconds. Larger schools may take a few minutes to complete.

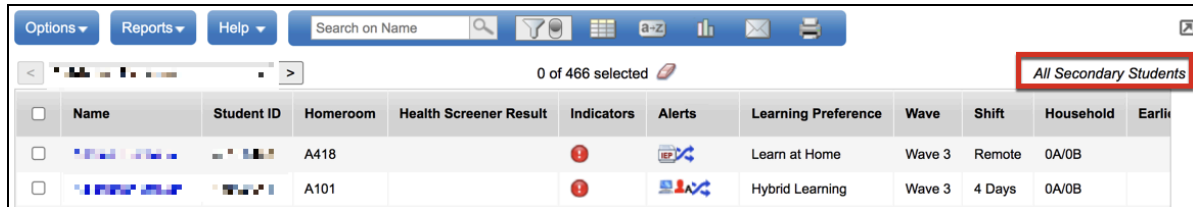
* "All in English" = English only; "In the Language of Record" = one report in the Report Card Language only; "Both" = two reports for students with a **Report Card Language** other than English. Set a student's Report Card Language at Student → Details → Demographics → Report Card Language (to change this setting for several Students from the same screen, see [this guide](#)).


Report Card Language	English ▼
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*For current translations available, see [this table](#)

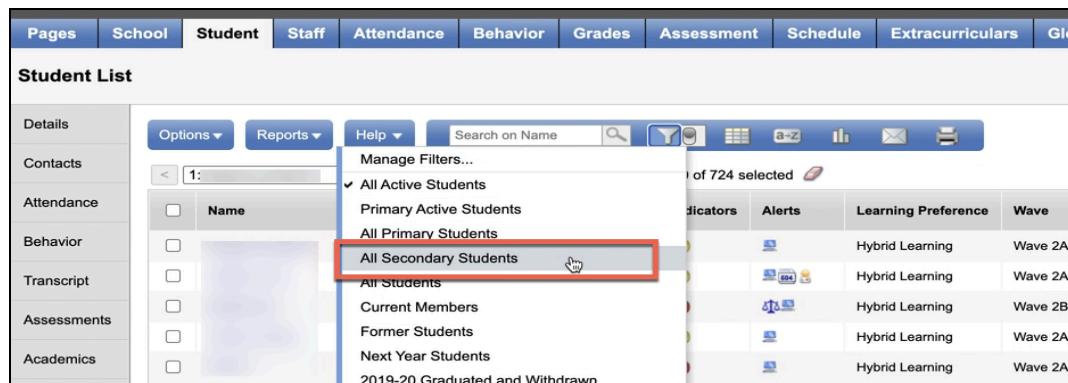
For Students with Secondary Enrollments (Home-schooled, Evening Schools, Summer Schools, etc.)

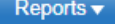
1. Click the **Student** top tab



NOTE: If **All Secondary Students** is not initially displayed, choose it from the filter  menu.

2. Choose the "All Secondary Students" filter:
 - a. To print report cards for Secondary Students in the school, make sure that *All Secondary Students* appears in the upper-right corner of the student list



3. Click on the **Reports** Menu 
 - a. For Evening School, choose **Evening School Report Card**
 - b. For Home-Schooled students, choose **ES/HS Progress Report** or **ES/HS Report Card**
 - c. For Summer School, Grade 1st-8th, choose **ES Summer Progress Report** or **ES Summer Report Card**
 - d. For Summer High School students, choose **HS Summer Report Card**
4. In the resulting popup window:
 - a. Leave "Students to include" at "Current Selection"
 - b. Select the "Letter Language" - the language(s) in which the reports should print*
 - c. Select the appropriate grading Term (e.g. Term 1, Term 2.....)
 - d. Select a sort order under "Sort students by"
 - e. Leave "Format" as "Adobe Acrobat (PDF)"
 - f. Click the **Run** button, and the **PDF report will appear in a popup window** in a few seconds. Larger schools may take a few minutes to complete.

NOTE: Prior to SY2021, Speaking, Listening, and Research grades were reported separately on ES progress reports, report cards, and transcripts. In SY2021, the Research Standards course was eliminated, and Speaking & Listening Standards were combined into a single reported subject.

Available Grade Report Translations (as of September 2025) *New this year in blue font!

Grade Report	English	Spanish	Polish	Mandarin (Chinese)	Vietnamese	Arabic	Urdu	Pilipino (Tagalog)
Kindergarten Report Card	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ES Progress Report	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ES Report Card	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Summer ES Progress Report	Yes							
Summer ES Report Card	Yes							
HS Progress Report	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
HS Report Card	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes