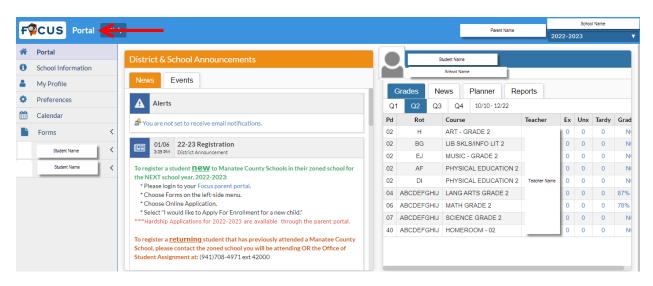
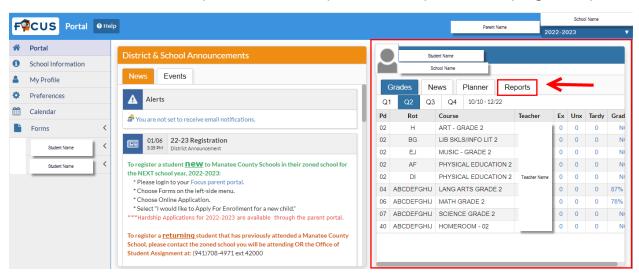
How to view your child's Report Card or Progress Report from the Parent Portal

Reports tab contains links to the Report Cards and Progress Reports.

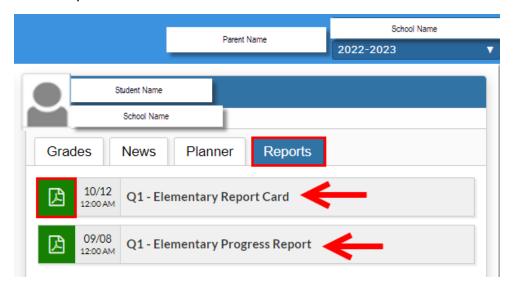
1. Begin from the Focus Portal page.



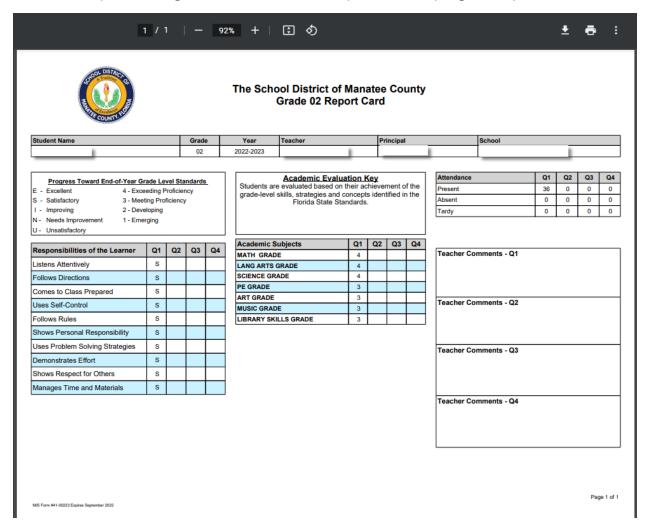
2. Next, click on the Reports tab to view your child's report card or progress report.



3. Click the green PDF icon in front of the date to view the report card or progress report.



4. The system will generate a PDF of the report card or progress report.



How to Print or Download the report card or progress report.

To print the report card or progress report, click on the printer icon located or the left corner of the PDF page.

To download the report card or progress report, click on the arrow icon located on the left corner of the PDF page.

