

# How to View Student Report Cards

**This article will show how to view a student's report card in the Parent and Student Portals.**

Helpful Tip:

Click the arrows next to the navigation menu or header to close the menus.

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1. Login to Portal. It will default to the Grades and Attendance page.

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2. Click "Student Reports" from the left side navigation menu.

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3. A list of the student's report cards will appear.

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4. Click on the Report Name to open it.

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5. The report will open.

**GREEN** arrow: click to print the report

**YELLOW** box: select another report to view

**RED** arrow: click to go back to the portal

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