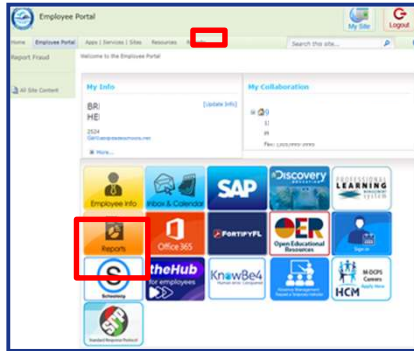


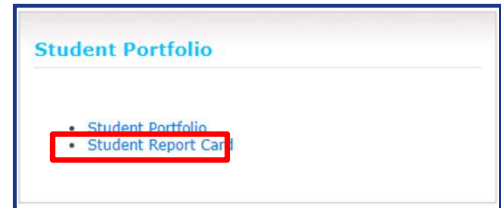


PRINTING REPORT CARDS

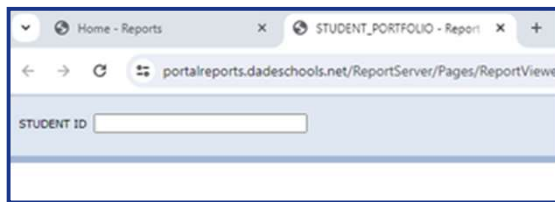
1. Log in to your **Employee Portal**. Click on the **Reports** tab or tile.



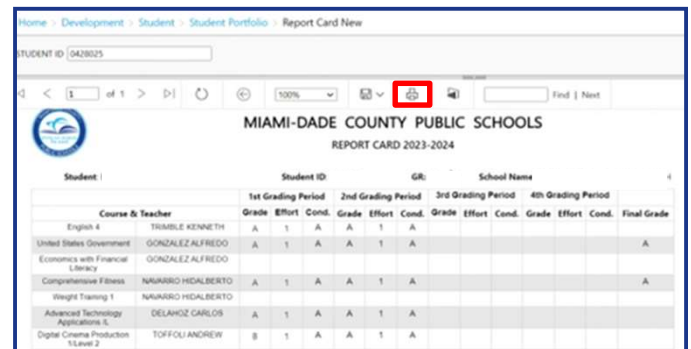
2. Scroll down to Student Portfolio and click on the **Student Report Card** link.



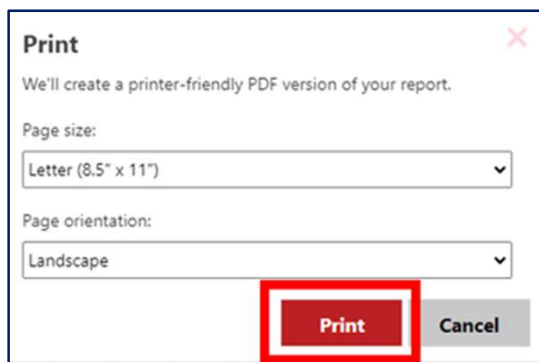
3. Type the **Student ID** number and press Enter or click **View Report**.



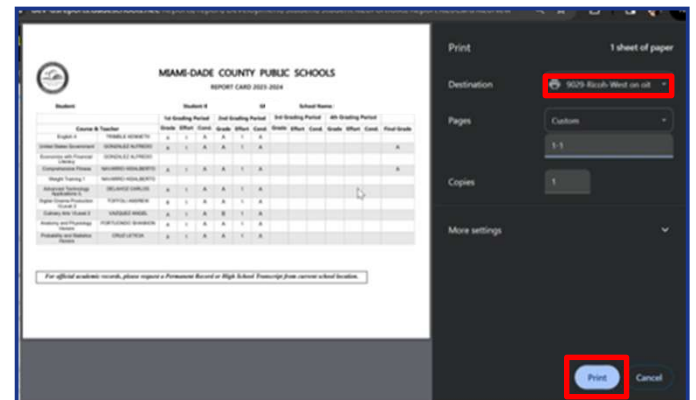
4. You will see the report card and the option to print displayed on the top.



5. If you see this pop-up, make sure the paper size is set to Letter (8.5" X 11") and the orientation set to Landscape.



6. After clicking the **print icon**, select the **desired printer** and click **Print**.



Note: Principals and school staff with **WRTS** authorization to view reports on their Employee Portal will be able to print the on-demand report cards by following these instructions. Principals may assign WRTS authorization via AAAA in CICS. Individuals granted RACF authorization will need to wait overnight to access Reports on the Portal.