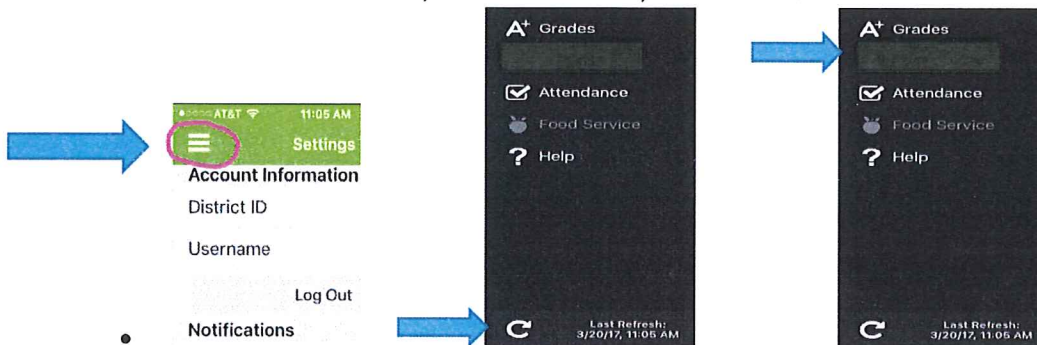


# Elementary Report Card Parent Portal Directions

## How do I View my Student's Report Card?

- The elementary report card will only be available in the following ways:
  - English – Parent portal (If you are having trouble getting into your parent portal, Email [portal@d300.org](mailto:portal@d300.org). They will respond during regular business hours.)
  - Spanish, Hindi, Tagalog, Gujarati, Urdu and Polish – Schools will print and send home
- You can view on Parent Portal via the Infinite Campus Mobile App (Grades view only, no comments will show on this view. No ability to print from this view. See below for printing report card)
  - Click on 3 bars, select refresh icon, select Grades



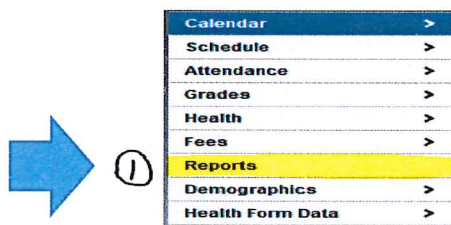
## How do I Print the Report Card?

- To be able to print this report card, you will need to have **Adobe** loaded on your computer or laptop.
- More than 1 student? Parents / Guardians will first choose an elementary student

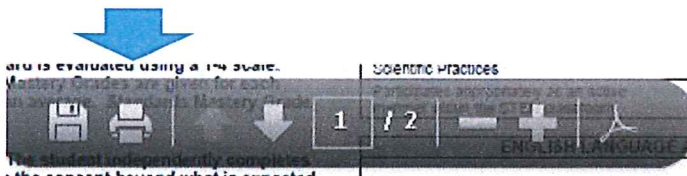


(you can only choose one student at a time)

- Click on **REPORTS** located on the left side of the screen (see image below). After you have clicked on **REPORTS (# 1)**, you will now choose **IC ELEMENTARY REPORT CARD (# 2)**.



- Your student's report card will now be viewable, if you choose to print this report, scroll down to the bottom of the page and you will see a selection bar.



- The second icon (picture of a printer) will allow you to print, just click on this printer icon.