Student report cards are published on the FOCUS parent portal after the end period throughout the school year.

When a student or parent logs into the student/parent portal, the report card information appears on the **Reports** tab. **Student/Parent** can select to Download **Report Card** to view the report card in a PDF print preview screen.

1. Visit the **FOCUS Parent Portal** and log in using your username and password.
2. Once logged in, make sure the appropriate school year is selected from the menu in the top right corner of the screen.
3. Your student(s) name will be listed on the right half of the page. Below there is a list of tabs. Click the tab labeled **Reports**.
4. In the **Reports** section, you will find a list of all available student reports. Click **Report Card** report and it will open in a new window for you to view.