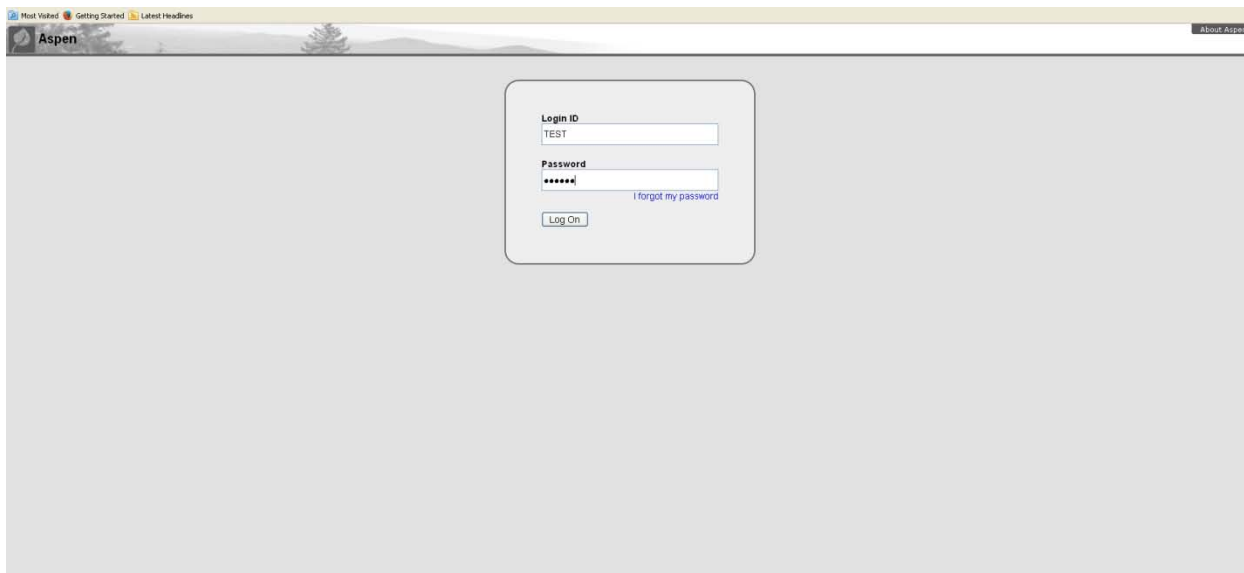

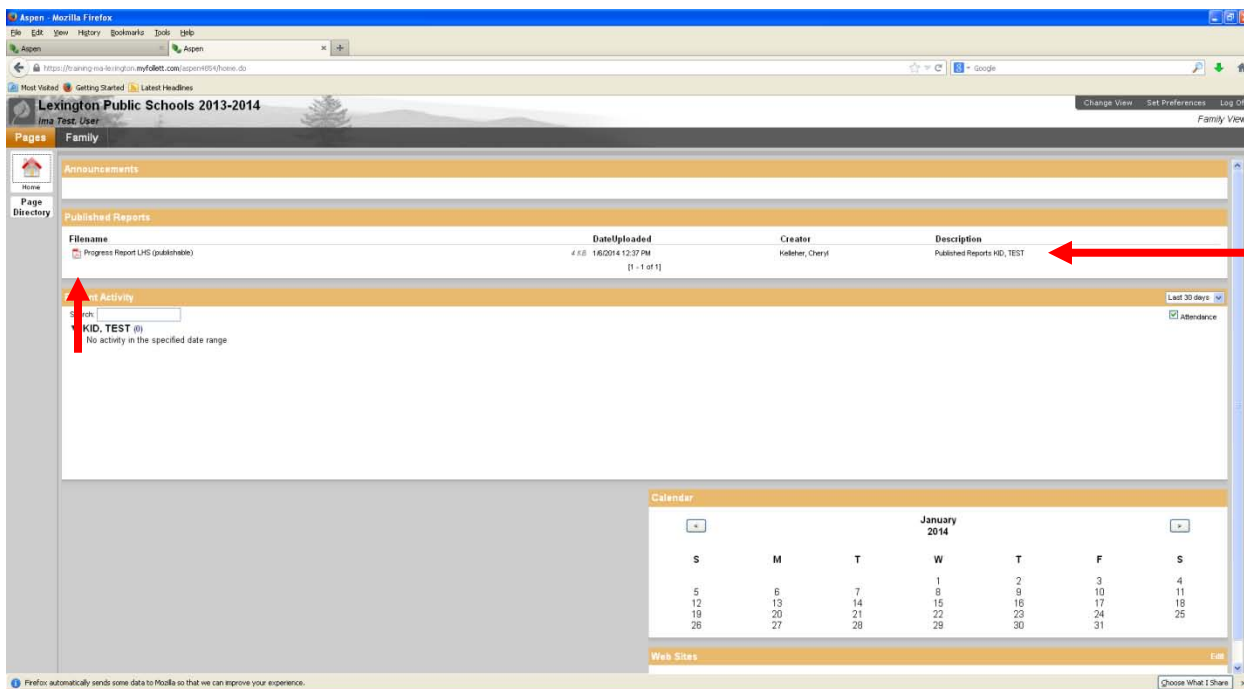


The Middle School and High School Interim Reports are published in the family portal based on specific dates determined by the administration. All parents/guardians will receive an email message that the report is available in the family portal. The published reports can be found on the initial login page of the portal under the section called, 'Published Reports'. Reports will be either Progress Reports or Report Cards.

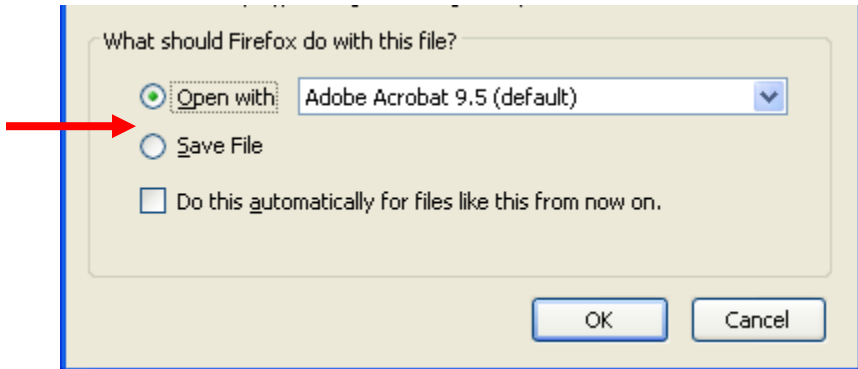
First, log into your family portal account with your assigned Login ID and Password



Your screen will open up to the Pages tab. Here you will see a section called 'Published Reports', which will display a PDF icon . In this example, the report is a Progress Report. Over on the far right, you will see your student's name.

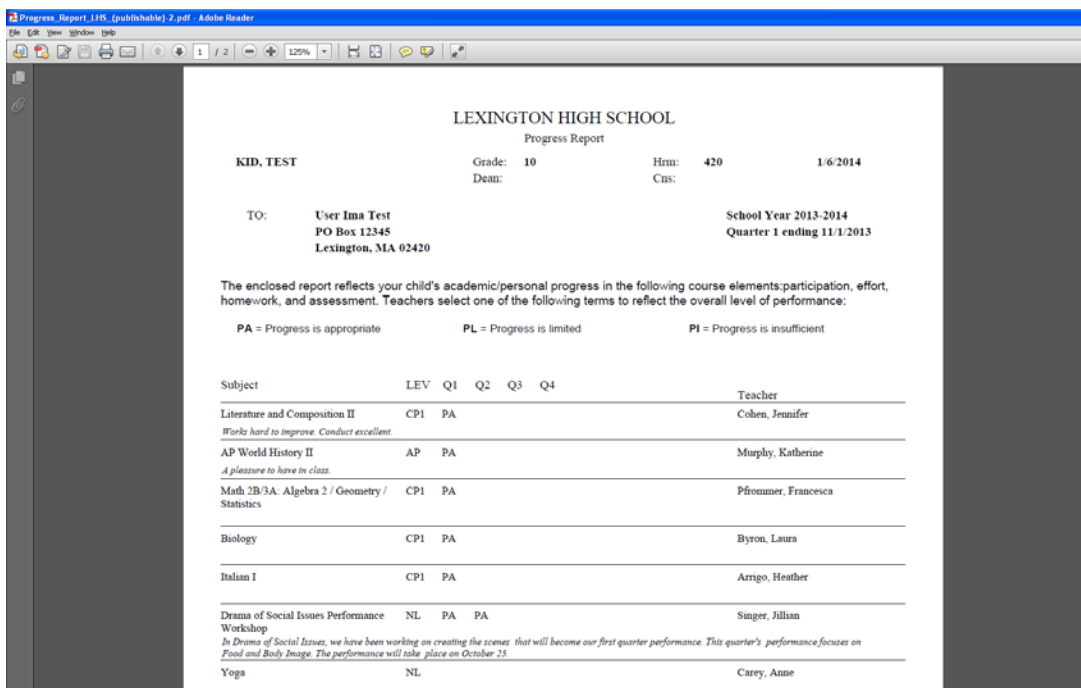


When you click on the PDF icon, you will get an option to open the file, or save the file.



If you choose 'Open with' Adobe Acrobat, as in this example, the PDF of the report (Progress Report in this example) will open on your screen.

You can opt to save the file on your desktop or on the hard drive of your computer and then open it from there if you prefer.



Once you have opened your report, we recommend that you print or save this document to your computer for future reference.