



View and Download Report Cards

Log into your Focus Parent/Student portal.

Each child linked to the parent account will have their own **Student Block** on the Portal. Each student's information will show separately in their own block which contains four different tabs inside of it.

The four blocks are **GRADES**, **NEWS**, **PLANNER**, and **REPORTS**.

The screenshot shows the Focus Parent/Student portal interface. On the left is a navigation menu with options like Portal, School Information, My Profile, Preferences, Calendar, Request Conference, Emma, and Nicole. The main content area is titled 'District & School Announcements' and includes a 'News' tab, an 'Alerts' section (currently empty), and an event for 'Band Recital: The Owl Hoots' on 02/19. A student block for 'Emma' is highlighted with a red box. This block shows the student's name, school (Owl High School - 0041), and four tabs: Grades, News, Planner, and Reports. The 'Reports' tab is active, displaying a table of grades for the 2019-2020 school year.

Q1	Q2	Q3	Q4	01/07 - 03/12		
Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	AP ENG COMPO	Fry	0	1	0	99% A
02	CHEM 1 HON	Rehman	0	0	0	NG
03	SPANISH 2	Gonzalez	0	1	1	98% A
04	ALG 2	Knutson	0	1	0	84% B
05	US HIST	Fry	0	1	0	NG
06	MUSIC THEATRE 3	Gagliardi	0	1	0	100% A
07	BAND 3	Gagliardi	0	1	0	100% A

From the **REPORTS** tab in each student's block, you will see the Report Card, which can be viewed or downloaded by clicking the blue download arrow.

The first screenshot shows the 'Reports' tab for a student named Alyssa. The 'Reports' tab is highlighted with a red box. Below the tabs, there is a 'Report Card' entry dated 10/18 at 8:56 AM, with a blue download arrow icon to its left. The second screenshot is a zoomed-in view of the same 'Report Card' entry, with a red box highlighting the blue download arrow icon.