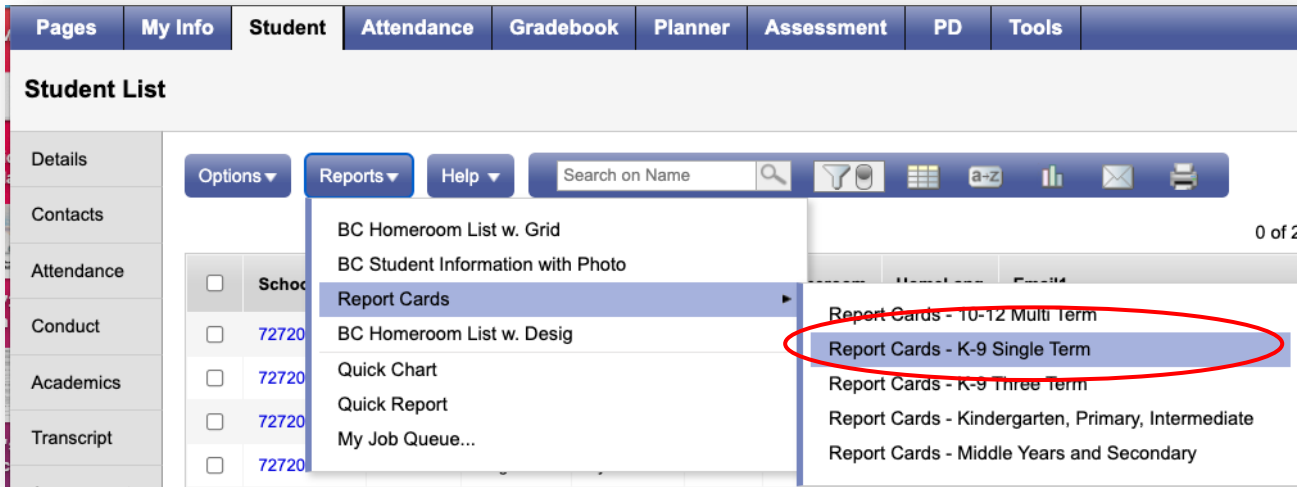


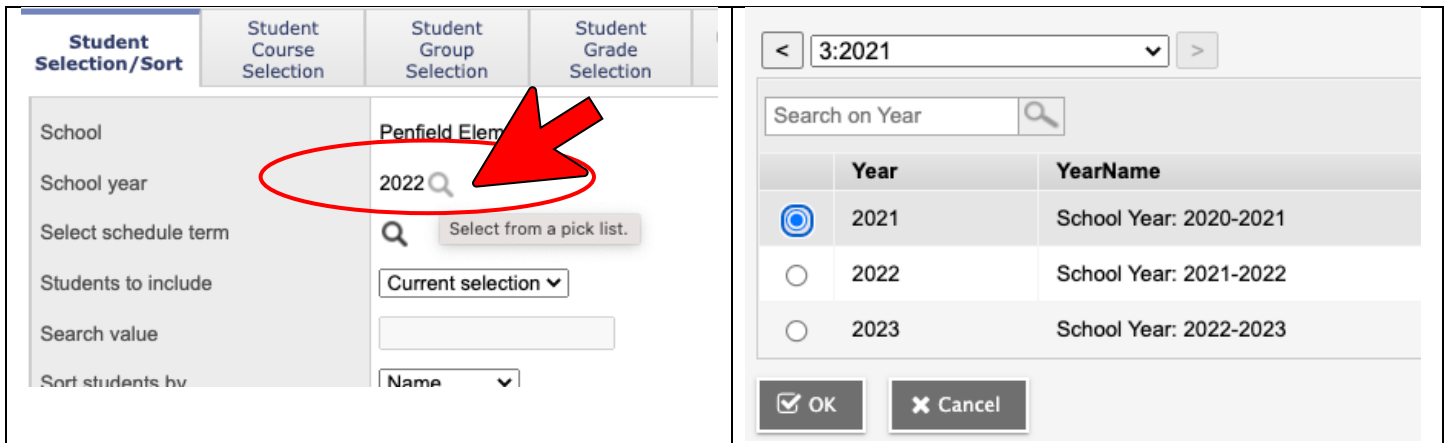
Printing Previous Year's Report Cards

Report cards from the previous years can easily be printed for elementary aged students.

Go to: **Student Top Tab -> Reports -> Report Cards -> Report Cards K-9 Single Term**



Change current school year to last year's



Click "OK".

Click "Run".

This will provide a pdf version of the Report Card FINAL format that is sent home at the end of the year including the performance scales and comments.