

View published IPRs:

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❑ Click **Create IPR**.

Fields are displayed allowing you to specify criteria for generating and printing IPRs.

- Bold fields are required.

Ending School Year (YYYY)	The ending year of the school year you are logged onto is displayed and cannot be changed.
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Attendance Track (Blank for all)	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level (Blank for all)	Type the two-character grade level, click ⋮ to select the grade level, or leave blank to select all grade levels.
Semester (1,2,3,4)	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle (1,2,3)	Type the one-digit cycle code.
Address (S=Student, P=Parent)	S - Print the student's address from Registration > Maintenance > Student Enrollment > Demo1. If the report is run for the student's address, only one English language IPR is printed. P - Print the address for the guardian contact who has the lowest relationship code (e.g., 1). If the parent address is blank or no guardian contact exists, the student address is used. If you select P, an IPR is printed for each parent/guardian who is selected to receive mailouts on Registration > Maintenance > Student Enrollment > Contact. IPRs are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.
Print Auto Grade	Select if you wish to print the value from the **Auto Grd** field in the district master schedule if a working cycle average does not exist for the course in TeacherPortal.
Include Self Paced Courses	Select if you wish to include self-paced courses. A self-paced course is included on the report if a semester average has not been posted for the course. • If the self-paced course has a working cycle average in TeacherPortal, the current average is displayed on the report. • If the self-paced course does not have a working cycle average or semester average, the course is included on the report with a blank current average.
Include Non Graded Courses	Select if you wish to include non-graded courses.
Print Course Attendance	Select if you wish to print course attendance for the selected semester-cycle.

Include only ADA Codes in Course Absences	Select if you wish to include only ADA codes. If not selected, all absence codes are included.
Print ADA Attendance Summary	Select if you wish to include the **ADA Attendance** section on the IPR. If selected, a row appears above the course information which provides counts of days present, days absent, and a breakdown of excused, unexcused, and tardies within the specified grading cycle The counts are based on the number of membership days in the specified grade reporting cycle.
Tardy Period (Blank for all)	Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.
Student IDs (Blank for all)	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click ⋮ to select the students. Leave blank to select all students.

❑ Click **Create IPR**.

A list of students whose IPR was created is displayed.

❑ The **Published** field displays **No** until the IPRs are published.

❑ In the **Search** field, begin typing characters to retrieve only students whose name or ID *contains* the characters you typed.

❑ Click **View IPR** to view the report for each student.

The IPR opens in a separate window where it can be saved or printed.

❑ Select **Publish ParentPortal IPR** once you are ready to post the IPR for the displayed students, and the **Publish** button appears. Click **Publish**.

> **NOTE:** All retrieved IPRs are published, including those that are not displayed according to the **Search** field.

Once published, a link to the electronic version of the student's IPR is provided in ASCENDER ParentPortal.

A message at the top of the page indicates that the IPRs are published. The **Published** field is set to **Yes**.

NOTE: If clicking **View IPR** results in a blank document, verify the student's Priority 1 contact on Registration > Maintenance > Student Enrollment > Contact has both Parent/Guardian and Receive Mailouts checkboxes selected.

Return To ParentPortal IPR Options	Click to return to the main page.

View published IPRs:

❑ Click **View Published IPR**.

Fields are displayed allowing you to specify criteria for viewing IPRs that were previously published.

- Bold fields are required.

Ending School Year	The ending year of the school year you are logged onto is displayed and cannot be changed.
Campus ID	Type the three-digit campus ID, or click ⋮ to select the campus.
Attendance Track	Type the two-digit attendance track. Leave blank to select all tracks.
Grade Level	Type the two-character grade level, click ⋮ to select the grade level, or leave blank to select all grade levels.
Semester	Type the one-digit semester. Valid semesters are 1 and 2. For a four-semester campus, valid semesters are 1, 2, 3, and 4.
Cycle	Type the one-digit cycle code.
Student IDs	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click ⋮ to select the students. Leave blank to select all students.

❑ Click **View Published IPR**.

A list of students whose IPRs have been published, according to the criteria specified, is displayed.

❑ In the **Search** field, begin typing characters to retrieve only students whose name or ID *contains* the characters you typed.

❑ Click **View IPR** to view the report for each student. The IPR opens in a separate window where it can be saved or printed.

NOTE: If clicking **View IPR** results in a blank document, verify the student's Priority 1 contact on Registration > Maintenance > Student Enrollment > Contact has both Parent/Guardian and Receive Mailouts checkboxes selected.

Return To ParentPortal IPR Options	Click to return to the main page.


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