

ParentPortal Report Cards

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(in progress) ParentPortal Report Cards

Grade Reporting > Utilities > ParentPortal Report Cards

This utility allows you to create and print elementary report cards for students that will be available to parents/guardians electronically via ASCENDER ParentPortal. You can also view previously published report cards.

> ParentPortal Report Car	ds	
ParentPortal	Report Card Options	
Create Report Cards	View Published Report Cards	
Secondary (2 Semester)	Secondary (2 Semester)	
Secondary (4 Semester)	Secondary (4 Semester)	
Elementary	Elementary	

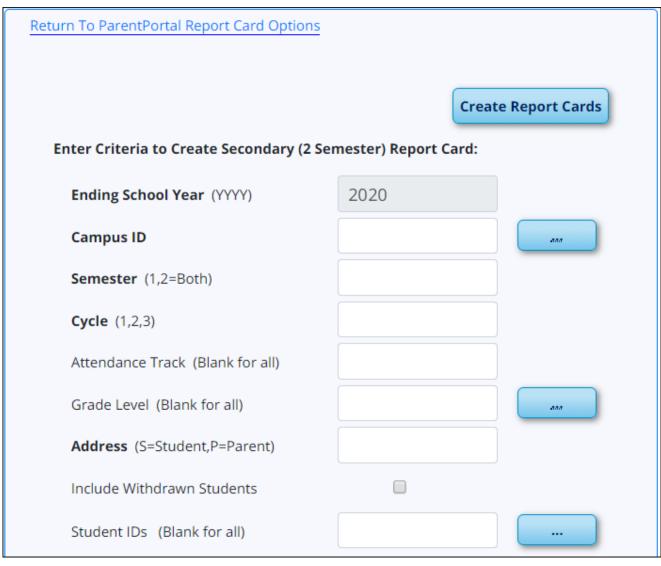
Create report cards:

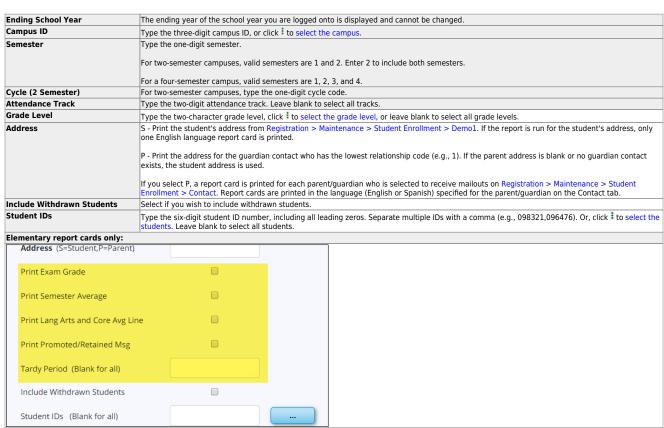
☐ Under **Create Report Cards**, click the type of report card you wish to publish.

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

- Bold fields are required.
- Different fields are displayed according to the report card type selected. Elementary has additional fields.

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Student

Select if you wish to print the exam grade. The exam grade prints for all grade levels that use an exam grade (as indicated on Maintenance > Tables > Elementary > Elem Grade).
Select if you wish to print the semester average. The semester average prints for all grade levels that use semester average (as indicated on Maintenance > Tables > Elementary > Elem Grade).
If the campus is not using semester averages for the grade level, and is doing cumulative final averages, the final average is calculated by the utility, and the value is not stored unless the report is run for the last cycle of the last semester.

Print Lang Arts and Core Avg Line Select if you wish to calculate and print the language arts average and overall core average line.

anguage arts core average calculation

The language arts core average includes the student's courses that have L (language arts) in the **Core Course** field. An ELA weight is assigned to all courses that have L as the core course code. The ELA weight is determined by the district on Maintenance > Master Schedule > District Schedule > Available Courses (**ELA Wgt** field).

NOTE: If ELA Wgt is blank or non-numeric, it will be calculated as 0.

If the campus includes four courses in the language arts core average, the weights do not have to add up to 100. Usually, a campus has different course numbers for different grade levels; the weights do not have to be the same for all grade levels.

Calculation Using Numeric Grades:

Example:

Course Title	Core Course Cd	ELA Weight	Grade	Weight x Grade	
Reading 2	L	50	87	4350	
Language arts	L	25	88	2200	
Spelling 2	L	15	98	1470	
Writing 2	L	10	88	880	
Total:		100		8900	

The language arts core average is calculated by adding the weighted grade totals and dividing by the total ELA weight. This student's weighted grade total is 8900, and the ELA weight total is 100.

Calculation: Language arts core average = 8900 / 100 = 89

Calculation Using Alpha Grades:

The calculation is the same as numeric, except that the alpha grades must be converted to numeric values before the calculation is performed. The numeric values for the alpha grades are displayed on Maintenance > Tables > Elementary > Core Grd Cvsn. The core conversion table can contain alpha grades of A-F or S-U.

The core and noncore conversion tables must contain different alpha grades (e.g., if the core table uses A-F, the noncore table must use alpha grades of S-U).

The assigned alpha grade is converted by finding the alpha grade in the table and using the high grade as the numeric value (e.g., if the assigned grade in the core conversion table is A-, the converted numeric grade is 093).

NOTE: When setting up the conversion tables, there can be no gaps between the high grade and low grade. If a grade is left out of the grade range, the grade is considered invalid when running elementary grade computation.

Example:

Course Title	Core Course Cd	ELA Weight	Grade	Weight x Grade
Reading 2	L	50	C (76)	3800
Language arts	L	25	B (86)	2150
Spelling 2	L	15	A+ (100)	1500
Writing 2	L	10	A (97)	970
Total:		100		8420

The language arts core average is calculated by adding the weighted grade totals and dividing by the total ELA weight. This student's weighted grade total is 8420, and the ELA weight total is 100.

Calculation: 8420 / 100 = 84.2, which is rounded to 84.

The average is then converted back to an alpha grade.

The language arts core average for this student is a B.

Overall core average calculation

The overall core average is calculated with the remaining core courses (non-language arts courses). The average is calculated only if there are science, math, and social studies courses coded with the core course code. If any of the classes is not present, the overall core average is not calculated. The ELA core average is also used in the overall core average calculation.

Calculation Using Numeric Grades:

Example:

Course Title	Core Course Cd	Grade
Math 2	M	78
Science 2	X	79
Soc studies 2	S	88
ELA core average		89
Total:		334

The core course's grades and the ELA core average are added together, and the total is divided by the number of courses, which is 4.

Calculation: 334 / 4 = 83.5, which is rounded to 84

The overall core average for this student is 84.

Calculation Using Alpha Grades:

Example:

Course Title	Core Course Cd	Grade
Math 2	M	B- (83)
Science 2	X	A (97)
Soc studies 2	S	C (76)
ELA core average		89
Total:		345

The core course grades and the ELA core average are added together, and the total is divided by the number of courses, which is 4.

Calculation: 345 / 4 = 86.25, which is rounded to 86.

The overall core average is then converted back to an alpha grade

	Retained Reason	Message on Report Card
	01 Grade avg. less than 70	Grade avg. less than 70
	02 Poor performance subject(s)	Poor performance subject(s)
	03 Poor performance assessment	Poor performance assessment
	04 By agreement parent/teachers	By agreement parent/teachers
	06 Excessive absenteeism	Excessive absenteeism
	99 Other factors	Other factors
	If none of the Retained Reason # fields on the Demo3 Status field on the Demo3 tab) determines the messag Year-End-Status Code	tab contains a value, the student's year-end-status code (i.e., the Promotion - Yea e that prints on the report card. Message on Report Card
		· · · · · · · · · · · · · · · · · · ·
	Status field on the Demo3 tab) determines the message Year-End-Status Code	e that prints on the report card. Message on Report Card
	Status field on the Demo3 tab) determines the messag Year-End-Status Code 01 Promoted next grade	e that prints on the report card. Message on Report Card Promoted
	Status field on the Demo3 tab) determines the message Year-End-Status Code 01 Promoted next grade 02 Retained same grade	e that prints on the report card. Message on Report Card Promoted Retained
	Status field on the Demo3 tab) determines the messac Year-End-Status Code 01 Promoted next grade 02 Retained same grade 03 Placed in next grade	Message on Report Card Promoted Retained Placed
	Status field on the Demo3 tab) determines the message Year-End-Status Code 01 Promoted next grade 02 Retained same grade	e that prints on the report card. Message on Report Card Promoted Retained
	Status field on the Demo3 tab) determines the messac Year-End-Status Code 01 Promoted next grade 02 Retained same grade 03 Placed in next grade	Message on Report Card Promoted Retained Placed
	Status field on the Demo3 tab) determines the messac Year-End-Status Code 01 Promoted next grade 02 Retained same grade 03 Placed in next grade 21 Pending Summer School	Message on Report Card Promoted Retained Placed Pending Summer School
	Status field on the Demo3 tab) determines the message Year-End-Status Code 01 Promoted next grade 02 Retained same grade 03 Placed in next grade 21 Pending Summer School 22 Pending Other	e that prints on the report card. Message on Report Card Promoted Retained Placed Pending Summer School Pending Other
	Status field on the Demo3 tab) determines the message Year-End-Status Code 01 Promoted next grade 02 Retained same grade 03 Placed in next grade 21 Pending Summer School 22 Pending Other 23 Left District-No Status blank	e that prints on the report card. Message on Report Card Promoted Retained Placed Pending Summer School Pending Other Left District-No Status

☐ Click **Create Report Cards**.

A list of students whose report card was created is displayed.

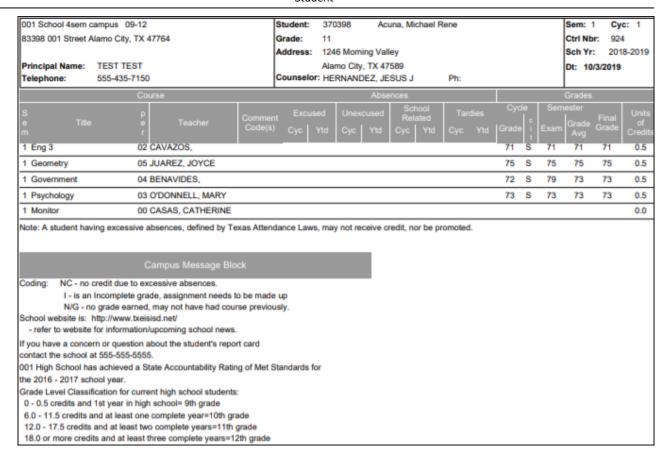
eturn To ParentPort	tal Report Card Options	 Publish ParentPo 	rtal Report Cards	
10 ▼ entries				Search:
tudent ID 🌼	Name	Created On	Created By	
mpus: 001 Semes	ster: 1 Cycle: 1			Published: No
1398	Acuna, Michael Rene	10-03-2019		View Report Card
1654	Adams, Alexander Daven	10-03-2019		View Report Card
1488	Adams, Christopher Patrick	10-03-2019		View Report Card
2452	Adams, Norma Lisa	10-03-2019		View Report Card
1381	Adkins, JR, Gregorio	10-03-2019		View Report Card
1139	Aguilar, Alexzander	10-03-2019		View Report Card
1378	Aguilar, Jediah Gabriel	10-03-2019		View Report Card
1055	Aguilera Lara, Johnathan Angel	10-03-2019		View Report Card
1356	Alcala, Isabella Cruz	10-03-2019		View Report Card
7242	Alcaraz, Hector	10-03-2019		View Report Card
ving 1 to 10 of 441 e	entries		Previous 1 2	3 4 5 45 Next

☐ The **Published** field displays **No** until the report cards are published.

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

☐ Click **View Report Card** to view the report card for each student.

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

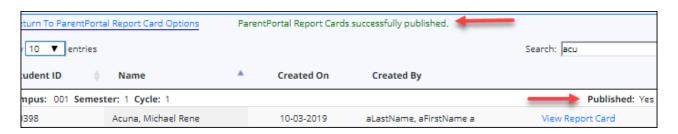


☐ Select **Publish ParentPortal Report Cards** once you are ready to post the report card for the retrieved students, and the **Publish** button appears. Click **Publish**.

NOTE: All retrieved report cards 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 report card is provided in ASCENDER ParentPortal.

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

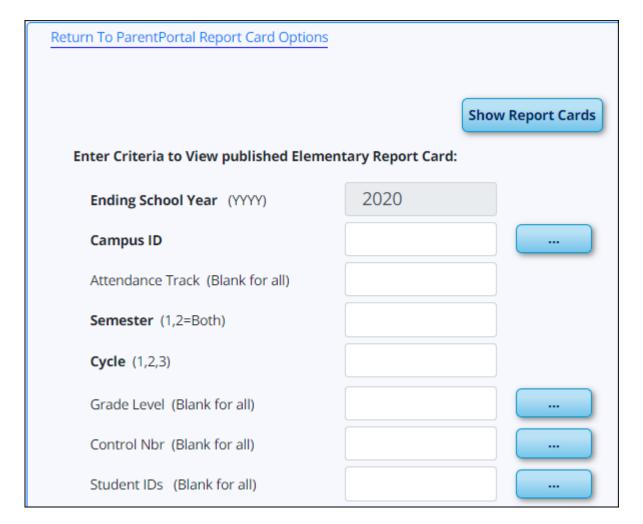


Return To ParentPortal Report Card Options Click to return to the main page.

View published report cards:

☐ Under **View Published Report Cards**, click the type of report card you wish to view.

The following fields are displayed allowing you to specify criteria for viewing report cards that were previously published.



Bold fields are required.

_	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.
	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 se	emester.			
		For two competer computes, valid competers are 1 and 2. Enter 2 to include			
	For two-semester campuses, valid semesters are 1 and 2. Enter 2 to include both semesters.				
	both semesters.				
	For a four-semester	campus, valid semeste	rs are 1, 2, 3, and	d 4.	
Cycle (2 Semester)	Type the one-digit cy	/cle code.			
Student IDs	1	ıdent ID number, includ	_		
		omma (e.g., 098321,09		to select the	
	l	k to select all students	•		
Elementary report	-				
Semester (1,2=B	oth)	1			
Cords (4.2.2)		1			
Cycle (1,2,3)		1			
Crada Laval (Blan	le for all				
Grade Level (Blan	ink for all)				
Control Nbr (Blank for all)					
Control (blair	TIK TOT dill)				
Ctudent IDc (Dles	le for all				
Control Nbr	', '	control number (instruc	* *		
	control number, or le	eave blank to select all	control numbers.		

☐ Click **Show Report Cards**.

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

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

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

Return To ParentPortal Report Card Options Click to return to the main page.



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