



# ParentPortal Report Cards



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# ParentPortal Report Cards

## Grade Reporting > Utilities > ParentPortal Report Cards

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

**NOTE:** Only the most recently published report card will be available in ParentPortal.

Utilities > ParentPortal Report Cards

<b>ParentPortal Report Card Options</b>	
Create Report Cards	View Published Report Cards
<a href="#">Secondary (2 Semester)</a>	<a href="#">Secondary (2 Semester)</a>
<a href="#">Secondary (4 Semester)</a>	<a href="#">Secondary (4 Semester)</a>
<a href="#">Elementary</a>	<a href="#">Elementary</a>

### Create report cards:

**IMPORTANT:** Before creating report cards, be sure the **School Type** field on [Registration > Maintenance > Campus Profile > Campus Information Maintenance > Control Info](#) is set. Otherwise, report cards cannot be created.

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.

[Return To ParentPortal Report Card Options](#)

**Create Report Cards**

**Enter Criteria to Create Secondary (2 Semester) Report Card:**

**Ending School Year (YYYY)**

2020

**Campus ID**

...

**Semester (1,2=Both)**

**Cycle (1,2,3)**

**Attendance Track (Blank for all)**

**Grade Level (Blank for all)**

...

**Address (S=Student,P=Parent)**

**Include Withdrawn Students**

**Student IDs (Blank for all)**

...

<b>Ending School Year</b>	The ending year of the school year you are logged onto is displayed and cannot be changed.
<b>Campus ID</b>	Type the three-digit campus ID, or click  to <a href="#">select the campus</a> .
<b>Semester</b>	Type the one-digit semester.  For two-semester campuses, valid semesters are 1 and 2. Enter 2 to include both semesters.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle (2 Semester)</b>	For two-semester campuses, type the one-digit cycle code.
<b>Attendance Track</b>	Type the two-digit attendance track. Leave blank to select all tracks.
<b>Grade Level</b>	Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels.
<b>Address</b>	S - Print the student's address from <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo1</a> . If the report is run for the student's address, only one English language report card 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, a report card is printed for each parent/guardian who is selected to receive mailouts on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Contact</a> . Report cards are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.
<b>Include Withdrawn Students</b>	Select if you wish to include withdrawn students.
<b>Student IDs</b>	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students.

**Elementary report cards only:**

**Address (S=Student,P=Parent)**

Print Exam Grade

Print Semester Average

Print Lang Arts and Core Avg Line

Print Promoted/Retained Msg

Tardy Period (Blank for all)

Include Withdrawn Students

Student IDs (Blank for all)  ...

## Student

<b>Print Exam Grade</b>	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 <a href="#">Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a> ).
<b>Print Semester Average</b>	Select if you wish to print the semester average. The semester average prints for all grade levels that use semester average (as indicated on <a href="#">Maintenance &gt; Tables &gt; Elementary &gt; Elem Grade</a> ).  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.

[Language 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
<b>Total:</b>		<b>100</b>		<b>8900</b>

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
<b>Total:</b>		<b>100</b>		<b>8420</b>

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
<b>Total:</b>		<b>334</b>

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
<b>Total:</b>		<b>345</b>

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

## Student

<b>Print Promoted/Retained Msg</b>	If Y, a message will print at the bottom of the report card according to the student's setting in the first <b>Promotion - Retained Reason #</b> field on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Demo3</a> .	
	<b>Retained Reason</b>	<b>Message on Report Card</b>
	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 <b>Retained Reason #</b> fields on the Demo3 tab contains a value, the student's year-end-status code (i.e., the <b>Promotion - Year End Status</b> field on the Demo3 tab) determines the message that prints on the report card.	
	<b>Year-End-Status Code</b>	<b>Message on Report Card</b>
	01 Promoted next grade	Promoted
	02 Retained same grade	Retained
	03 Placed in next grade	Placed
	21 Pending Summer School	Pending Summer School
	22 Pending Other	Pending Other
23 Left District-No Status	Left District-No Status	
blank	Promoted	
If this parameter is set to Y, the promoted/retained message will only print if the report card is run for the final grade reporting cycle and semester of the school year.		
<b>Tardy Period</b>	Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.	

Click **Create Report Cards**.

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

Student ID	Name	Created On	Created By	Published
Campus: 001 Semester: 1 Cycle: 1 <span style="float: right;">Published: No</span>				
0398	Acuna, Michael Rene	10-03-2019		<a href="#">View Report Card</a>
0654	Adams, Alexander Daven	10-03-2019		<a href="#">View Report Card</a>
0488	Adams, Christopher Patrick	10-03-2019		<a href="#">View Report Card</a>
02452	Adams, Norma Lisa	10-03-2019		<a href="#">View Report Card</a>
0381	Adkins, JR, Gregorio	10-03-2019		<a href="#">View Report Card</a>
01139	Aguilar, Alexzander	10-03-2019		<a href="#">View Report Card</a>
0378	Aguilar, Jediah Gabriel	10-03-2019		<a href="#">View Report Card</a>
00055	Aguilera Lara, Johnathan Angel	10-03-2019		<a href="#">View Report Card</a>
0356	Alcala, Isabella Cruz	10-03-2019		<a href="#">View Report Card</a>
07242	Alcaraz, Hector	10-03-2019		<a href="#">View Report Card</a>

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.

001 School 4sem campus 09-12 83398 001 Street Alamo City, TX 47764				<b>Student:</b> 370398 Acuna, Michael Rene <b>Grade:</b> 11 <b>Address:</b> 1246 Morning Valley Alamo City, TX 47589 <b>Counselor:</b> HERNANDEZ, JESUS J <b>Ph:</b>						<b>Sem:</b> 1 <b>Cyc:</b> 1 <b>Ctrl Nbr:</b> 924 <b>Sch Yr:</b> 2018-2019 <b>Dt:</b> 10/3/2019						
<b>Principal Name:</b> TEST TEST																
<b>Telephone:</b> 555-435-7150																
Sem	Title	Teacher	Comment Code(s)	Absences				School Related		Tardies		Cycle		Semester		Units of Credits
				Excused Cyc	Excused Ytd	Unexcused Cyc	Unexcused Ytd	Cyc	Ytd	Cyc	Ytd	Grade	Exam	Grade Avg	Final Grade	
1	Eng 3	02 CAVAZOS,										71	S	71	71	0.5
1	Geometry	05 JUAREZ, JOYCE										75	S	75	75	0.5
1	Government	04 BENAVIDES,										72	S	79	73	0.5
1	Psychology	03 O'DONNELL, MARY										73	S	73	73	0.5
1	Monitor	00 CASAS, CATHERINE														0.0

Note: A student having excessive absences, defined by Texas Attendance Laws, may not receive credit, nor be promoted.

Campus Message Block

Coding: NC - no credit due to excessive absences.  
 I - is an Incomplete grade, assignment needs to be made up  
 N/G - no grade earned, may not have had course previously.

School website is: <http://www.txesisd.net/>  
 - refer to website for information/upcoming school news.

If you have a concern or question about the student's report card contact the school at 555-555-5555.

001 High School has achieved a State Accountability Rating of Met Standards for the 2016 - 2017 school year.

Grade Level Classification for current high school students:  
 0 - 0.5 credits and 1st year in high school= 9th grade  
 6.0 - 11.5 credits and at least one complete year=10th grade  
 12.0 - 17.5 credits and at least two complete years=11th grade  
 18.0 or more credits and at least three complete years=12th grade

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**.

<a href="#">Return To ParentPortal Report Card Options</a>		ParentPortal Report Cards successfully published. 	
10	entries	Search: <input type="text" value="acu"/>	
Student ID	Name	Created On	Created By
ampus: 001 Semester: 1 Cycle: 1 <span style="float: right;"><b>Published: Yes</b> </span>			
398	Acuna, Michael Rene	10-03-2019	aLastName, aFirstName a <a href="#">View Report Card</a>

**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.

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

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

[Return To ParentPortal Report Card Options](#)

**Show Report Cards**

**Enter Criteria to View published Elementary Report Card:**

<b>Ending School Year</b> (YYYY)	<input type="text" value="2020"/>	
<b>Campus ID</b>	<input type="text"/>	<input style="background-color: #00a0e3; color: white; border: none; padding: 2px 10px; border-radius: 5px;" type="button" value="..."/>
Attendance Track (Blank for all)	<input type="text"/>	
<b>Semester</b> (1,2=Both)	<input type="text"/>	
<b>Cycle</b> (1,2,3)	<input type="text"/>	
Grade Level (Blank for all)	<input type="text"/>	<input style="background-color: #00a0e3; color: white; border: none; padding: 2px 10px; border-radius: 5px;" type="button" value="..."/>
Control Nbr (Blank for all)	<input type="text"/>	<input style="background-color: #00a0e3; color: white; border: none; padding: 2px 10px; border-radius: 5px;" type="button" value="..."/>
Student IDs (Blank for all)	<input type="text"/>	<input style="background-color: #00a0e3; color: white; border: none; padding: 2px 10px; border-radius: 5px;" type="button" value="..."/>

<b>Ending School Year</b>	The ending year of the school year you are logged onto is displayed and cannot be changed.
<b>Campus ID</b>	Type the three-digit campus ID, or click <input type="button" value="..."/> to <a href="#">select the campus</a> .
<b>Attendance Track</b>	Type the two-digit attendance track. Leave blank to select all tracks.

<b>Grade Level</b>	Type the two-character grade level, click  to <a href="#">select the grade level</a> , or leave blank to select all grade levels.
<b>Semester</b>	Type the one-digit semester.  For two-semester campuses, valid semesters are 1 and 2. Enter 2 to include both semesters.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle (2 Semester)</b>	Type the one-digit cycle code.
<b>Student IDs</b>	Type the six-digit student ID number, including all leading zeros. Separate multiple IDs with a comma (e.g., 098321,096476). Or, click  to <a href="#">select the students</a> . Leave blank to select all students.
<b>Elementary report cards only</b>	
 <p>The screenshot shows a form with the following fields and controls:</p> <ul style="list-style-type: none"> <li><b>Semester (1,2=Both)</b>: Input field containing '1'.</li> <li><b>Cycle (1,2,3)</b>: Input field containing '1'.</li> <li><b>Grade Level (Blank for all)</b>: Input field with a blue button containing '...'.</li> <li><b>Control Nbr (Blank for all)</b>: Input field with a green button containing '...'.</li> <li><b>Student IDs (Blank for all)</b>: Input field with a blue button containing '...'.</li> </ul>	
<b>Control Nbr</b>	Type the three-digit control number (instructor ID), click  to <a href="#">select the control number</a> , or leave 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.

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.



## Back Cover