



# ParentPortal Interim Progress Report



# Table of Contents

**(in progress) ParentPortal Interim Progress Report ..... 1**



# (in progress) ParentPortal Interim Progress Report

## **Grade Reporting > Utilities > ParentPortal Interim Progress Report**

This utility allows you to create and print Interim Progress Reports (IPRs) for students that will be available to parents/guardians electronically via ASCENDER ParentPortal. You can also view previously published IPRs.

Only one record is created per student, and it will always have the last posted data.



### **Create IPRs:**

Click **Create IPR**.

The following fields are displayed allowing you to specify criteria for generating and printing IPRs.

- **Bold fields are required.**

[Return To ParentPortal IPR Options](#)

**Create IPR**

**Enter Criteria to Create IPR:**

**Ending School Year** (YYYY)

**Campus ID**

Attendance Track (Blank for all)

**Grade Level** (Blank for all)

**Semester** (1,2,3,4)

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

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

Print Auto Grade

Include Self Paced Courses

Include Non Graded Courses

Print Course Attendance


Include only ADA Codes in Course Absences

Print ADA Attendance Summary

Tardy Period (Blank for all)

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>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.  Valid semesters are 1 and 2.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle</b>	Type the one-digit cycle code.

<b>Address</b>	<p>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 IPR is printed.</p> <p>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.</p> <p>If you select P, an IPR is printed for each parent/guardian who is selected to receive mailouts on <a href="#">Registration &gt; Maintenance &gt; Student Enrollment &gt; Contact</a>. IPRs are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.</p>
<b>Print Auto Grade</b>	Select if you wish to print the value from the <b>Auto Grd</b> field in the district master schedule if a working cycle average does not exist for the course in TeacherPortal.
<b>Include Self Paced Courses</b>	<p>Select if you wish to include self-paced courses.</p> <p>A self-paced course is included on the report if a semester average has not been posted for the course.</p> <ul style="list-style-type: none"> <li>• If the self-paced course has a working cycle average in TeacherPortal, the current average is displayed on the report.</li> <li>• 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.</li> </ul>
<b>Include Non Graded Courses</b>	Select if you wish to include non-graded courses.
<b>Print Course Attendance</b>	Select if you wish to print course attendance for the selected semester-cycle.
<b>Include only ADA Codes in Course Absences</b>	Select if you wish to include only ADA codes. If not selected, all absence codes are included.
<b>Print ADA Attendance Summary</b>	<p>Select if you wish to include the <b>ADA Attendance</b> section on the IPR.</p> <p>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.</p>
<b>Tardy Period</b>	Type the two-digit period to use for calculating tardies. If blank, all periods are considered when calculating tardies.
<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.

Click **Create IPR**.

A list of students whose IPR was created is displayed.

[Return To ParentPortal IPR Options](#)  Publish ParentPortal IPR

Show  entries Search:

Student ID	Name	Created On	Created By	Published: No
312101	Abrams, D'Koven Dominic	09-26-2019		<a href="#">View IPR</a>
370382	Acevedo has more than 25 c, Nicholas hasmo	09-26-2019		<a href="#">View IPR</a>
016582	Acosta, Levi Rene	09-26-2019		<a href="#">View IPR</a>
370398	Acuna, Michael Rene	09-26-2019		<a href="#">View IPR</a>
370374	Acevedo-DeLaGarza DeLaFuen, Sydney-DeLaGar	09-26-2019		<a href="#">View IPR</a>
023937	Adame, Marcus Vincent	09-26-2019		<a href="#">View IPR</a>
392153	Adame, Nathalia	09-26-2019		<a href="#">View IPR</a>
091654	Adams, Alexander Daven	09-26-2019		<a href="#">View IPR</a>
091488	Adams, Christopher Patrick	09-26-2019		<a href="#">View IPR</a>
016988	Adams, Jarrett John	09-26-2019		<a href="#">View IPR</a>

Showing 1 to 10 of 1,979 entries Previous  2 3 4 5 ... 198 Next

- 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.

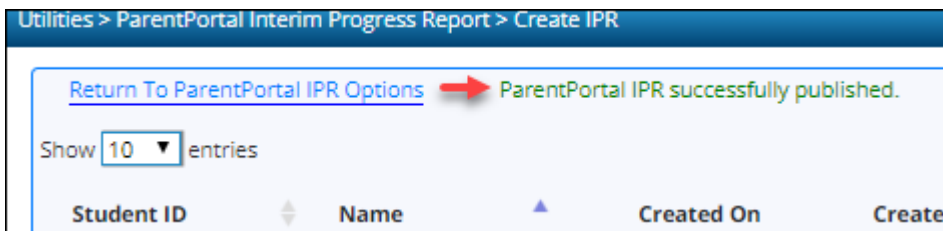
<b>TXEIS ISD</b> 001 School 4sem campus 09-12 83398 001 Street Alamo City, TX 47764		<b>Student:</b> 392153 Adame, Nathalia <b>Grade:</b> 09 <b>Track:</b> 01 <b>Address:</b> 120715 Herman J Lane Alamo City TX 46014		<b>Sem:</b> 1 <b>Cyc:</b> 1 <b>Ctrl Nbr:</b> 304 <b>Sch Yr:</b> 2018-2019 <b>Dt:</b> 9/30/2019			
<b>ADA Attendance</b>		<b>Days Present:</b> 43	<b>Days Absent:</b> 0	<b>Excused:</b> 0	<b>Unexcused:</b> 0	<b>Times Tardy:</b> 0	
Course Nbr	Course Title	Period	Teacher Name	Curr Avg	Overall Avg	Comment Codes	Notes
3111	Biology 1	01 - 01	WILSON, WESLEY	073			
5201	Spanish 1	02 - 02	JUAREZ, JUAN	085			
2201	Geometry	03 - 03	HAJDUK, JASON	074			
1101	English 1	04 - 04	MORENO, MARIBEL	083			
7507	Ath/Swim 1	05 - 05	BROWN-BUSTOS, BRANDON	100			
<p>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.</p> <p>School website is: <a href="http://www.txeisisd.net/">http://www.txeisisd.net/</a> - refer to website for information/upcoming school news.</p> <p>If you have a concern or question about the student's report card contact the school at 555-555-5555.</p> <p>001 High School has achieved a State Accountability Rating of Met Standards for the 2016 - 2017 school year.</p> <p>Grade Level Classification for current high school students:</p>							

- 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**.



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

## View published IPRs:

Click **View Published IPR**.

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

[Return To ParentPortal IPR Options](#)

**View Published IPR**

**Enter Criteria to View published IPR:**

**Ending School Year** (YYYY)

**Campus ID**

Attendance Track (Blank for all)

Grade Level (Blank for all)

**Semester** (1,2,3,4)

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

Student IDs (Blank for all)

Bold fields are required.

<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 <input type="button" value="..."/> to <a href="#">select the grade level</a> , or leave blank to select all grade levels.
<b>Semester</b>	Type the one-digit semester.  Valid semesters are 1 and 2.  For a four-semester campus, valid semesters are 1, 2, 3, and 4.
<b>Cycle</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 <input type="button" value="..."/> to <a href="#">select the students</a> . 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.

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



## Back Cover