



View Published IPRs

Table of Contents

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.

Return To ParentPortal IPR Options

View Published IPR

Enter Criteria to View published IPR:

Ending School Year (YYYY)	<input type="text" value="2023"/>	
Campus ID	<input type="text" value="001"/>	⋮
Attendance Track (Blank for all)	<input type="text"/>	
Grade Level (Blank for all)	<input type="text"/>	⋮
Semester (1,2,3,4)	<input type="text" value="1"/>	
Cycle (1,2,3)	<input type="text" value="1"/>	
Student IDs (Blank for all)	<input type="text"/>	⋮

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.
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 **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.](#)



Back Cover