



ParentPortal Interim Progress Report

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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.

Utilities > ParentPortal Interim Progress Report

ParentPortal Interim Progress Report Options

[Create IPR](#)[View Published IPR](#)

Print data:

☐ Click **Create IPR**.

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

[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)

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 (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 | 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. |

| | |
|--|--|
| Address | <p>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> <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 Registration > Maintenance > Student Enrollment > Contact. IPRs are printed in the language (English or Spanish) specified for the parent/guardian on the Contact tab.</p> |
| 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 | <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"> • 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 | <p>Select if you wish to include the ADA Attendance 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> |
| 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 IPRs were created is displayed.

| Return To ParentPortal IPR Options <input type="checkbox"/> Publish ParentPortal IPR | | | | |
|--|--|------------|------------------------------|--------------------------|
| Show | 10 ▼ | entries | Search: <input type="text"/> | |
| Student ID | Name | Created On | Created By | |
| Campus: 001 Semester: 1 Cycle: 1 | | | | Published: No |
| 312101 | Abrams, D'Koven Dominic | 09-26-2019 | | View IPR |
| 370382 | Acevedo has more than 25 c, Nicholas hasmo | 09-26-2019 | | View IPR |
| 016582 | Acosta, Levi Rene | 09-26-2019 | | View IPR |
| 370398 | Acuna, Michael Rene | 09-26-2019 | | View IPR |
| 370374 | Acvedo-DeLaGarza DeLaFuen, Sydney-DeLaGar | 09-26-2019 | | View IPR |
| 023937 | Adame, Marcus Vincent | 09-26-2019 | | View IPR |
| 392153 | Adame, Nathalia | 09-26-2019 | | View IPR |
| 091654 | Adams, Alexander Daven | 09-26-2019 | | View IPR |
| 091488 | Adams, Christopher Patrick | 09-26-2019 | | View IPR |
| 016988 | Adams, Jarrett John | 09-26-2019 | | View IPR |
| Showing 1 to 10 of 1,979 entries | | | | |
| | | Previous | 1 | 2 3 4 5 ... 198 Next |

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

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

| TXEIS ISD | | Student: 392153 Adame, Nathalia | | Sem: 1 Cyc: 1 | |
|---|--------------|---------------------------------|-----------------------|-------------------|--------------|
| 001 School 4sem campus 09-12 | | Grade: 09 Track: 01 | | Ctrl Nbr: 304 | |
| 83398 001 Street | | Address: 120715 Herman J Lane | | Sch Yr: 2018-2019 | |
| Alamo City, TX 47764 | | Alamo City TX 46014 | | Dt: 9/30/2019 | |
| ADA Attendance | | Days Present: 43 | Days Absent: 0 | Excused: 0 | Unexcused: 0 |
| Times Tardy: 0 | | | | | |
| Course Nbr | Course Title | Period | Teacher Name | Curr Avg | Overall Avg |
| 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: http://www.txeisisd.net/ - 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> | | | | | |

☐ 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.

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

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.



View published data:

☐ Click **View Published IPR**.

The following 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 (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 | 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 (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.

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

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

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



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