

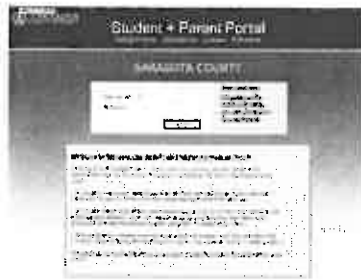
How to Access Your Child's Report Card in the Parent Portal

The district is pleased to announce that the delivery of K-12 Report Cards through the Parent/Student Portal will be available for the 2015 – 2016 school year. Quarters 1 & 2 will have K-12 Report Cards for ALL students both printed and delivered into the Parent/Student Portal as a soft approach to this change. Quarters 3 & 4 will have all K-12 Report Cards delivered into the Parent/Student Portal. Only those families who either do not have a Parent/Student Portal account or have requested to receive a printed Report Card will receive their Report Card printed.

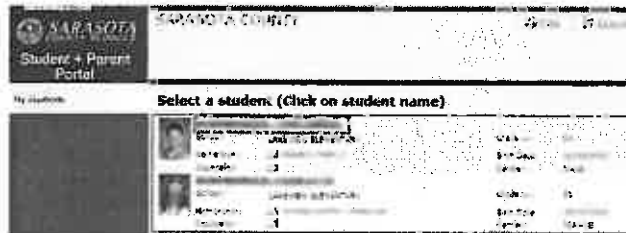
The delivery of on-line Report Cards allows LNS parents and students to have their grades for the grading period sooner than traditional printed report cards. On the reverse side of this paper you will find step-by-step directions on how to access report cards in the portal.

Accessing the Report Card through the Parent/Student Portal

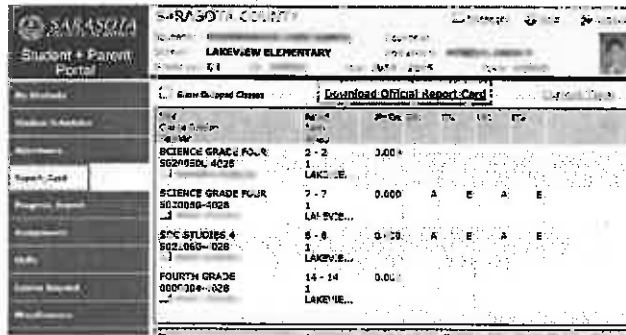
Parent/Student enters the portal through the log-in page. <https://parentportal.sarasotacountyschools.net>



Upon log-in, the desired student is selected if the parent has multiple students in Sarasota County Schools.



Once on selected student, the Report Card menu item is clicked on from the menu on the left hand side of the screen.



On the Report Card screen, in the top center portion of the screen the Parent/Student will see Download Official Report Card. By clicking on that link, the PDF file of the Report Card will open in a separate window. The Parent can then choose to print and/or save the Report Card if they so choose to do so.

A screenshot of a PDF report card for an elementary student. The report card is titled 'Elementary Grades 2-5 Quarter 2 Report Card'. It contains a table with columns for 'Student Name', 'Grade', 'School', 'Class', 'Period', 'Score', 'Grade', and 'School'. The table lists several classes: 'SCIENCE GRADE FOUR', 'SCIENCE GRADE FOUR', 'SCIENCE GRADE FOUR', and 'FOURTH GRADE'. Each class has a corresponding 'Download Official Report Card' link.

Elementary Grades 2-5 Quarter 2 Report Card shown for this example.