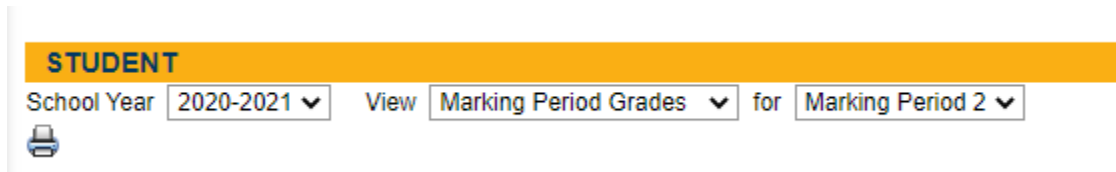
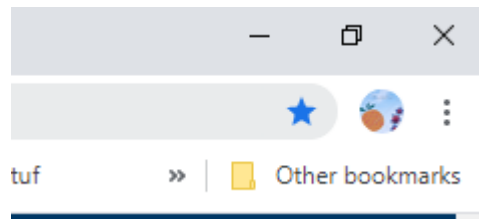


## Directions for Printing Official Report Card

1. Log in to your Parent Portal in School Tool.
2. Click on your child's account.
3. Click on the GRADES tab.



4. Change the first drop down menu to *Marking Period Grades*.
5. Change the second drop down menu to *Marking Period 2*.
6. Click on the Printer icon. A new window should pop up with the report card as a PDF. IF IT DOES NOT pop up, you should get an icon in your address bar. You will need to change your browser settings to allow pop ups.



7. Get the report card to me.

### **There are two ways to get this to me:**

- ✓ Print the PDF of the official MP2 report card and bring it to me at the field.
- ✓ Save the file as a PDF with your child's name in the name of the document and email it to me at [michellemone88@gmail.com](mailto:michellemone88@gmail.com). I will print it and put it with your child's registration.