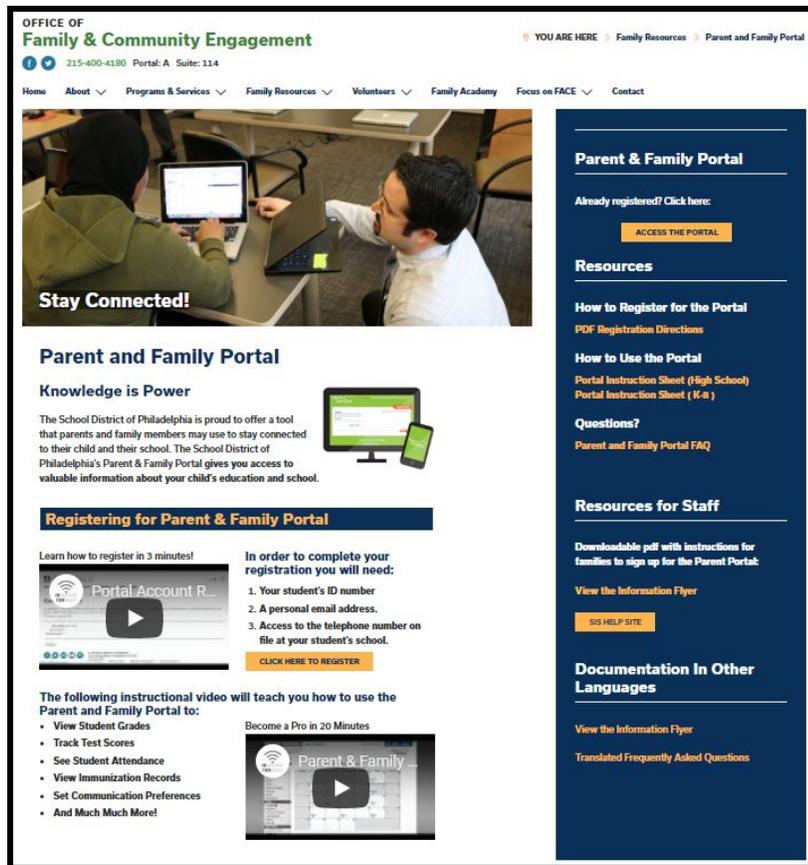


Philadelphia SIS Project: Campus Parent

Accessing Campus Parent

1. Using the Mozilla Firefox internet browser, navigate to <http://philasd.org/pfportal>. If you are registering for the first time, scroll down and click “Click Here to Register.” If you have already registered, click on Access the Portal on the right hand side of the screen. Select the button that says “Click Here to Access the Portal” on the right hand side of the screen.



2. Enter the parent’s district Username and Password. Click **Login**.

Enter your Username and Password

Username:

Password:

[Forgot Your Password?](#)

IT USE ONLY
Requested Service:

Tool Overview

Notification Settings

Page 6

The Notifications Settings section will allow parents to select which topics they receive notifications for in Campus Parent.

Contact Preferences

Page 7

The Contact Preferences tool will allow parents to update how they receive communication from their students' schools.

Language Settings

Page 9

The Language section allows users to select the language for Campus Parent.

Message Center

Page 10

The Message Center tool allows families to access the Parent & Family Launchpad, as well as read messages and announcements from school staff.

Today

Page 12

The Today tool provides an overview of the student's day, including their schedule and assignments due today or tomorrow.

Calendar

Page 14

The Calendar tool of Campus Parent allows users to view Assignment, Schedule and Attendance information for a student. It will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month, and includes weekly and daily views.

Assignments

Page 16

The Assignments tool allows users to view assignments for the current day, current term, year or missing assignments, as well as due dates, scores and comments.

Grades

Page 17

The Grades tool will show In-Progress averages for all courses for the current and future marking periods (terms) and posted report card grades for all previous terms. It will also display assignment grades, due dates, and comments posted by the teacher.

Grade Book Updates

Page 18

The Grade Book Updates tool lists all assignments that have been scored or updated in the last fourteen days.

Attendance

Page 20

The Attendance tool will show the attendance record for the student, including days the student was marked absent, tardy, or early release. It will also display whether these attendance events were excused or unexcused.

Schedule

Page 22

The Schedule tool will show the courses that the student is taking for all four marking periods (terms).

Academic Plan

Page 23

The Academic Plan tool will allow users to view a student's progress towards graduation.

Reports

Page 25

The Reports tool will display any available reports in Campus Parent.

Address Information

Page 26

The Address Information tool will allow parents to view their household data, as well as update their household phone number in the system.

Demographics

Page 27

The Demographics tool will display demographic and emergency contact information for the student.

Family Information

Page 28

The Family Information tool will display information regarding each of the student's family members, including names, contact information, and relationship to the student.

Health

Page 29

The Health tool will show the immunization record for the student.

Transportation

Page 30

The Transportation tool will show the transportation record for the student.

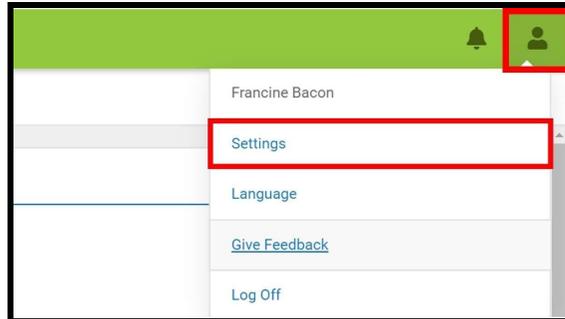
Backpack

Page 32

The Backpack tool will display report cards for the student.

Updating Notification Settings in Campus Parent

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Settings**.



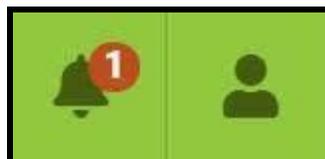
2. Click on **Notification Settings**.



3. Select which notifications you would like to receive. Users can elect to receive all scores/grades when updated, or can use the sliding scale to adjust their notification threshold (for example, receive notifications for all assignments scored under 65%). Click **Save** when complete.

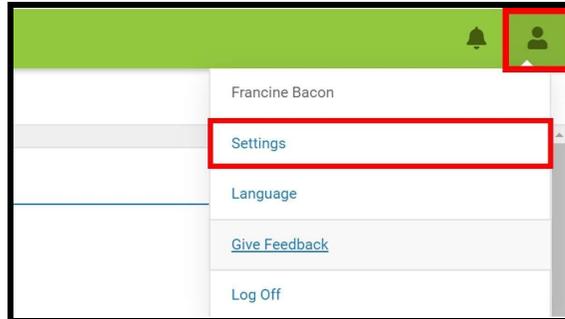


Note: Notifications will appear in the top right corner of the screen, next to the bell icon. Click on the bell icon to view notifications.



Updating Contact Preferences in Campus Parent

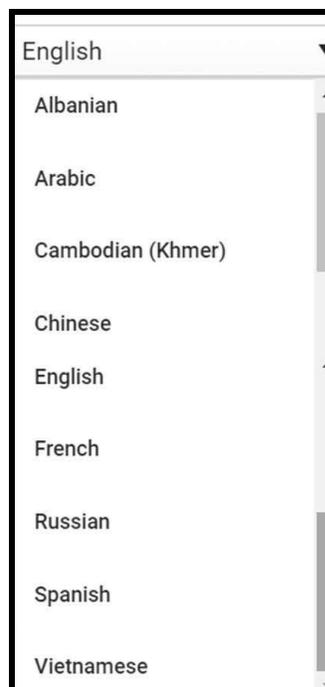
1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Settings**.



2. Click on **Contact Preferences**.



3. Users can update their *Preferred Language* if school messages should be sent using a language besides English. Users can select the appropriate language from the drop-down menu.



4. *Phone Preferences*: Users will be able to update which messages to receive from the school and how they prefer to receive them by checking the appropriate boxes for each phone number tied to their account. They can indicate if they want notifications via voice (phone call) or text (SMS message).

CHRISMER HOUSEHOLD PHONE (610)348-7785	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

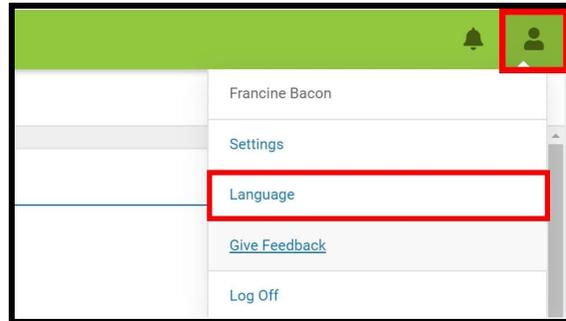
5. *Email Preferences*: Users will be able to update which messages to receive from the school and how they prefer to receive them by checking the appropriate boxes for each phone number tied to their account.

PRIMARY EMAIL ADDRESS FBACON@EMAIL.COM	EMAIL
Priority	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>

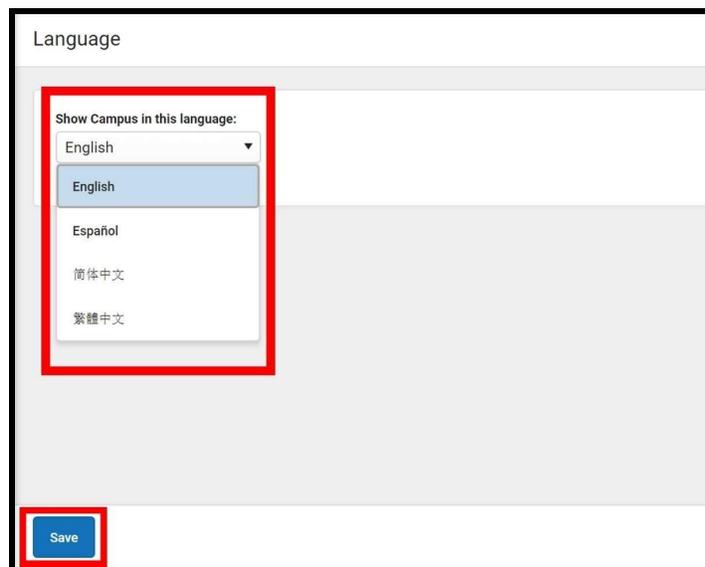
6. When all of the desired updates have been made, click **Save**.

Changing the Language Setting in Campus Parent

1. On the top right side of the screen, click on the person icon to access the **User Menu**, then click **Language**.



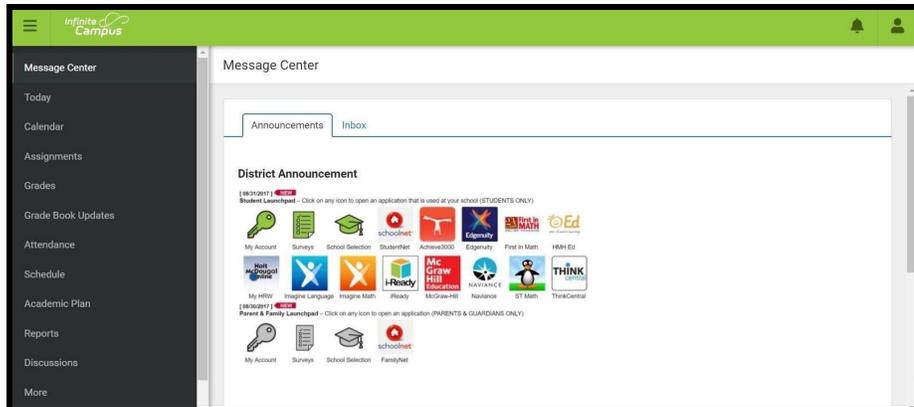
2. Use the drop-down menu to select which language to view Campus Parent. When your selection is finalized, click **Save**.



3. Information in Campus Parent will now display in the selected language.

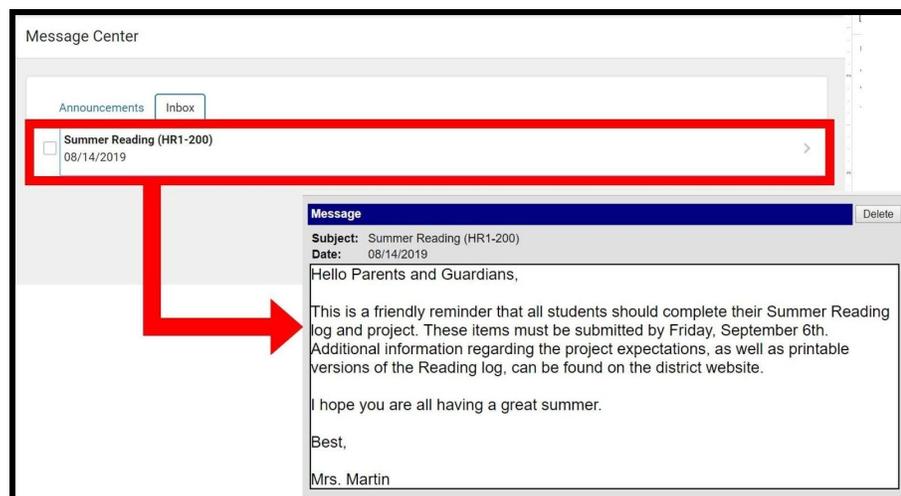
Viewing Information in the Message Center

1. From the left hand side of the screen, click on **Message Center**.
2. Here, users will be able to view Announcements and access their Campus Parent Inbox. In the **Announcements tab**, you can view either District Announcements or School Announcements. Student and Family Launchpad icons will appear in the District announcement section.

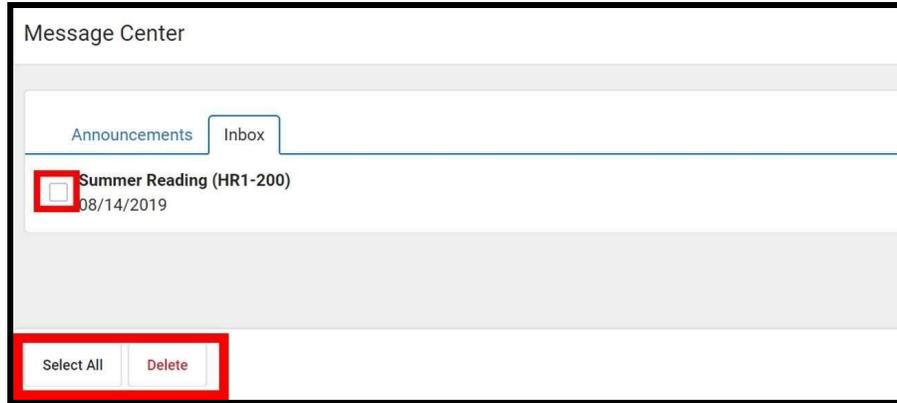


Note: If a user has students in multiple schools, announcements from each individual school will appear on this screen.

3. Click on the **Inbox tab** to view messages sent directly to the parent or guardian from a teacher. To read a message, click on the message name.



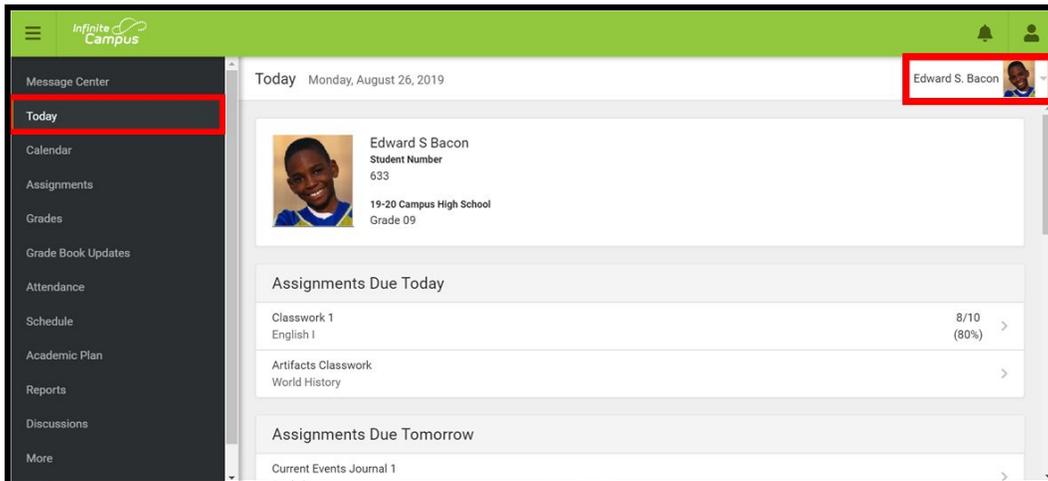
- Users can delete messages from their Inbox by clicking on the check box before the message name to select that message, then clicking **Delete**. Users can delete all messages by clicking **Select All**, then **Delete**.



Using the Today tool in Campus Parent

The Today tool provides an overview of the student's day, including their schedule and assignments due today or tomorrow.

1. On the left hand side of the screen, click on **Today**.



Note: Users can use the drop down menu in the top right hand side of the screen to select which student's information they'd like to view.

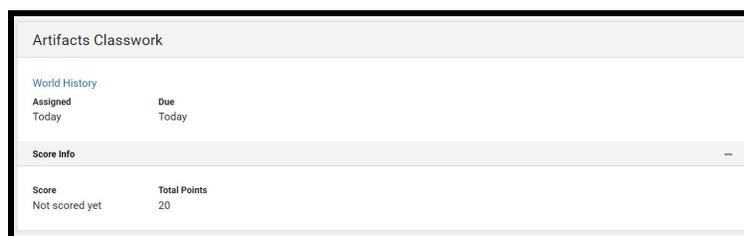
2. The first section of this screen will include identifying student information, including name, student number, school location and grade.



3. The next section, *Assignments Due Today*, lists all assignments due on the current date.



4. Clicking on an assignment will give you more information about the date it was assigned, the date it is due, and any related scoring information.



5. The next section is the *Assignments Due Tomorrow* section. Here, you can view a list of all assignments due on the following day.

Assignments Due Tomorrow	
Current Events Journal 1 English I	>
Artifacts HW World History	>

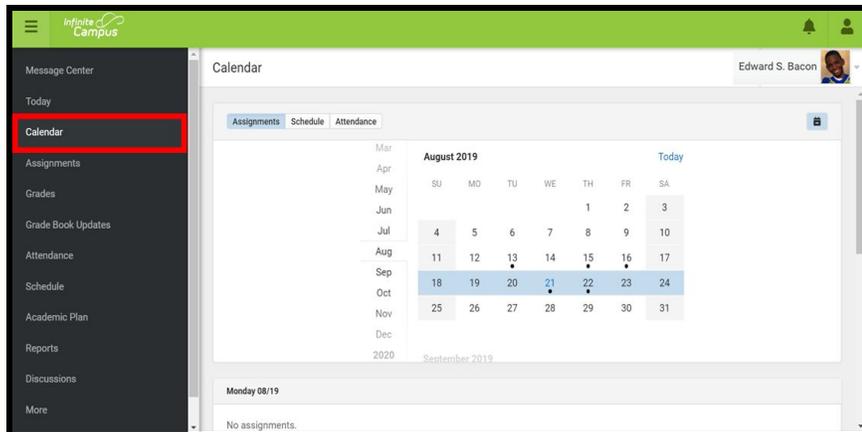
6. The last section on this page shows the student's schedule for the day. Above the schedule you can view the current Marking Period (MP) as well as the start and end dates for that term.

1 (07/01 - 10/25)		
DAY: A		
1a	English I 7:51 AM - 8:46 AM	Simcoe, James Rm: 101 Start: 08/01/2019
1b	English I 8:46 AM - 9:28 AM	Simcoe, James Rm: 101 Start: 08/01/2019
2	World History 9:21 AM - 10:16 AM	Buck, Annette Rm: 101 Start: 08/01/2019
2/3	World History 10:19 AM - 11:01 AM	Buck, Annette Rm: 101 Start: 08/01/2019
3	Algebra I 11:04 AM - 11:49 AM	Bryant, Braylen Rm: 101 Start: 08/01/2019
3	US STUDIES 11:04 AM - 11:49 AM	Cames, Kandace Rm: 111
3/4	Algebra I 11:52 AM - 12:34 PM	Bryant, Braylen Rm: 101 Start: 08/01/2019
4	HEALTH 12:37 PM - 1:22 PM	Monique Hileman-Devoe Rm: 210 Start: 08/01/2019

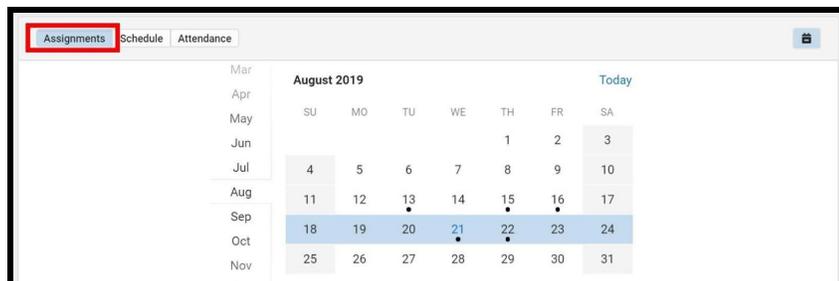
Viewing the Calendar Tool in Campus Parent

The Calendar tool allows users to view Assignment, Schedule and Attendance information for a student. It will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month, and includes weekly and daily views.

1. On the left hand side of the screen, click on **Calendar**. This will bring the user to the calendar view. The calendar will appear as a monthly, at-a-glance overview. Any date on the calendar that has information will be identified with a bullet point.

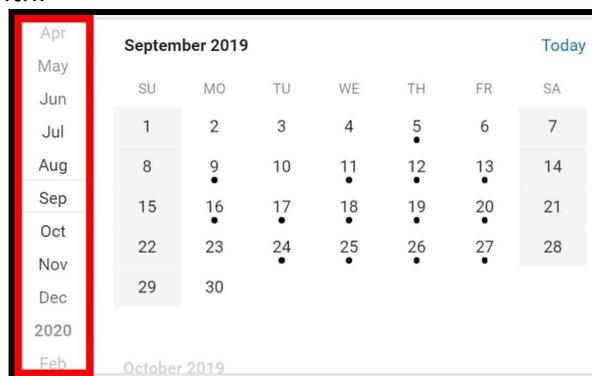


2. Users can select to view assignment information, attendance information, or a schedule view for a specific day. To view assignment information, click on **Assignments**.



Note: Clicking on "Today" will only display selected data for the current day. Clicking on the calendar icon  will toggle the data between a weekly and daily view.

3. The calendar will show the current month. To navigate to a different month, scroll to click on the desired month.



- Click on any date that appears with a bullet point to view assignment information for that date. The assignments will appear below the calendar.

The screenshot shows a calendar for August 2019. The days of the week are labeled as SU, MO, TU, WE, TH, FR, SA. The date 27 is highlighted in blue and has a small black dot (bullet point) on it. Below the calendar, there are two assignment cards. The first card is titled 'Current Events Journal 1' and is for 'English I'. The second card is titled 'Artifacts HW' and is for 'World History'. Both cards have a right-pointing arrow.

- Click on an assignment to get additional information.

The screenshot shows the 'Artifacts Classwork' page for 'World History'. It displays the following information:

Assigned	Due
Today	Today

Score Info

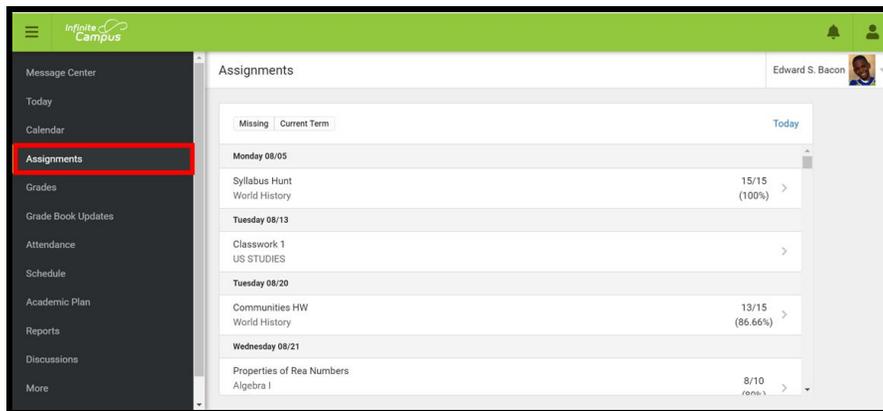
Score	Total Points
Not scored yet	20

- Repeat this process to view attendance information or schedule information by clicking on *Attendance* or *Schedule* above the calendar.

Viewing Assignments in Campus Parent

The Assignments Tool allows users to view all assignments, and filter assignments to view: missing assignments, assignments for the current term, or only assignments for the current day. Parents/guardians can also view score information and comments for individual assignments.

1. On the left hand side of the screen, click on **Assignments**. This will bring you to the Assignments screen.



2. The Assignments list will default to show all assignments that have been recorded in their teacher's grade book. This includes both graded and not yet graded assignments. It may also include future assignments, if those have been entered into the grade book.
3. Users can apply filters by clicking on either *Missing*, *Current Term*, or *Today* to view assignments which fall into those categories.



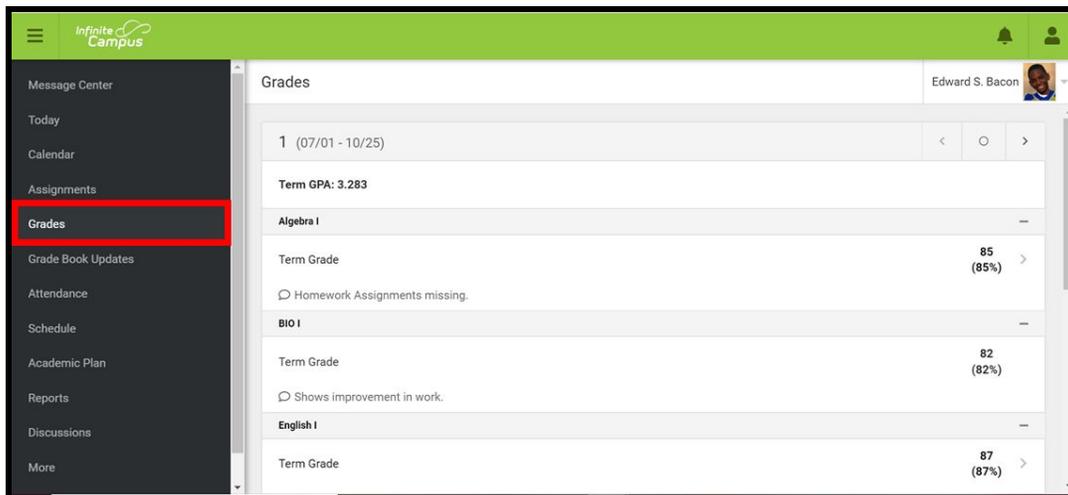
In this image, the Missing assignment filter has been applied, to only show a list of missing assignments.

4. Users can click on an assignment name to view more information for that particular assignment.

Accessing Grades in Campus Parent

The Grades tool will show In-Progress averages for all courses for the current and future marking periods (terms) and posted report card grades for all previous terms. It will also display assignment grades, due dates, and comments posted by the teacher.

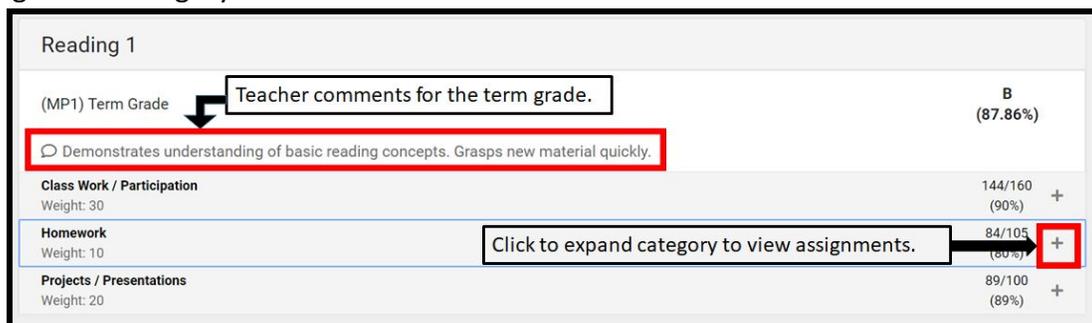
1. On the left hand side of the screen, click on **Grades**. This will bring you to the Grades screen.



2. The screen will default to the current marking period. Use the arrows to navigate to previous or future marking periods, if desired. To return to the current marking period, click the circle.



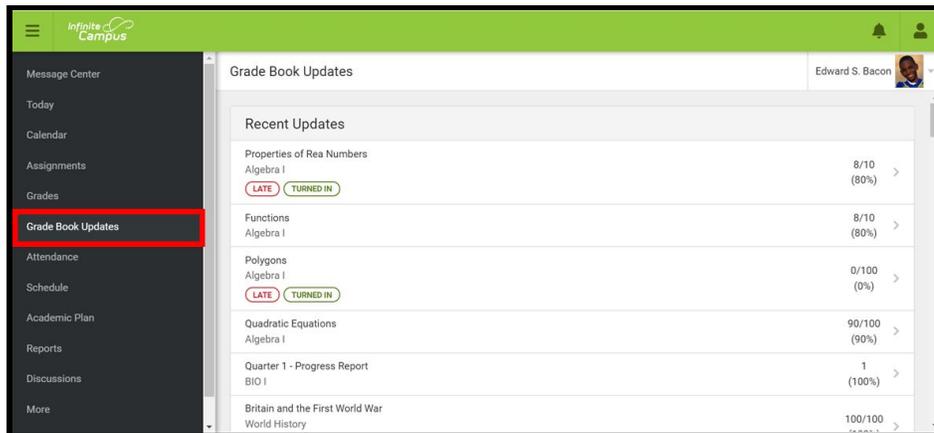
3. Clicking on any of the Term Grades will bring you to a listing of all assignments for that course which have been included in that grade. Each assignment is organized by the assignment category.



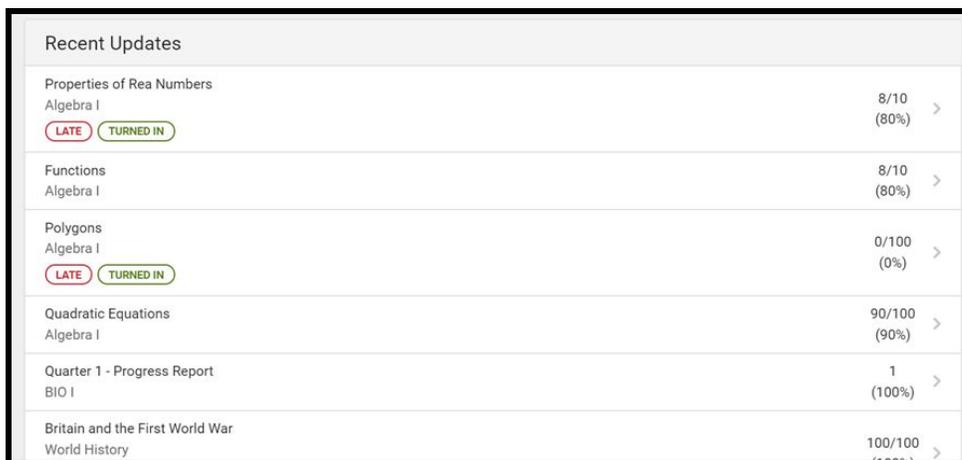
Viewing Grade Book Updates

The Grade Book Updates section lists all assignments that have been scored or updated in the last fourteen days.

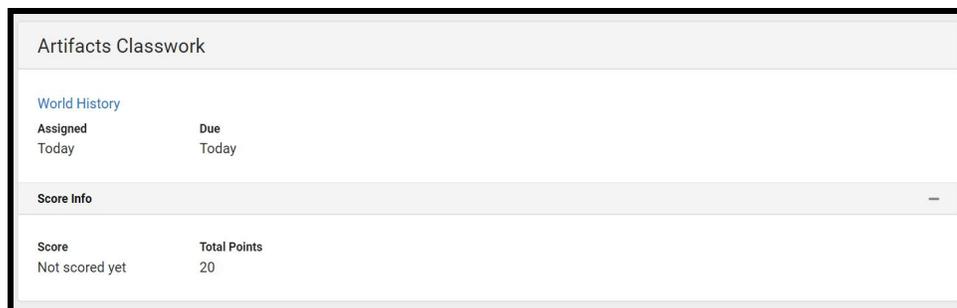
1. On the left hand side of the screen, click on **Grade Book Updates**. This will bring you to the Grade Book Updates screen.



2. The screen will list recently updated assignments, including scores, percentages and comments, if indicated by the teacher.



3. Clicking on any assignment will provide additional information.



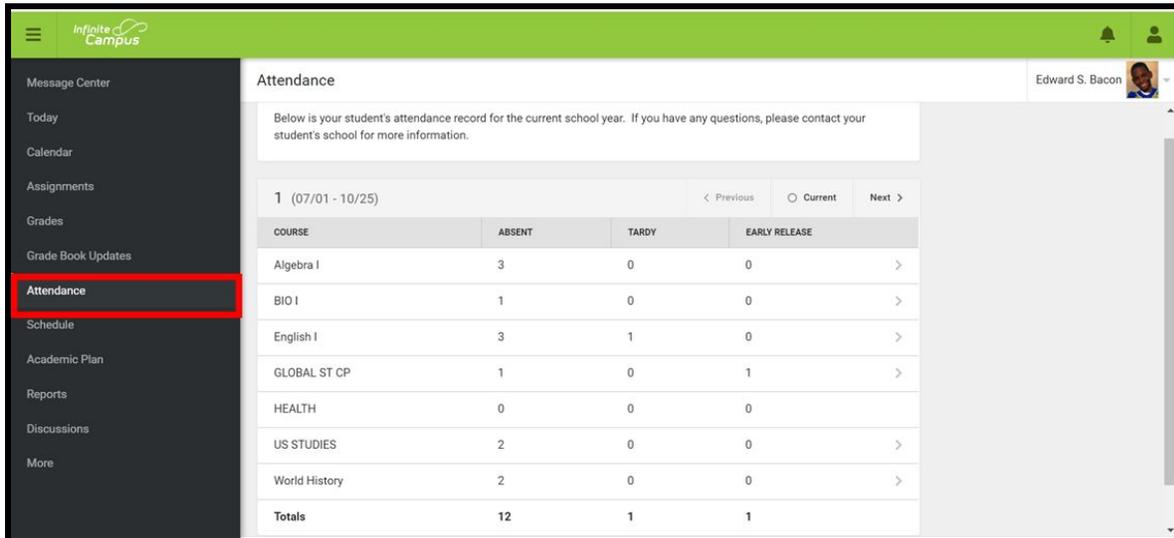
4. Clicking on the [blue](#) assignment name (in the above image, [World History](#)) will provide users with additional course information, including a link to email the teacher for that course. This screen will also display any relevant upcoming assignments for that course.

The screenshot shows a mobile application interface for a course. At the top, the course name "World History" is displayed in a light gray header. Below this, the "Teacher Information" section lists "Buck, Annette". The "Course - Section Number" is "1000G.1Y - 101". The "Periods" section lists "A: 2, A: 2/3, B: 2, B: 2/3". The "Room" is "101". A horizontal separator line follows. Below the separator, the "Upcoming Assignments" section is shown. Under the date "Monday 08/26", there is an assignment entry for "Artifacts Classwork" under the course "World History". A right-pointing chevron icon is located to the right of the assignment name.

Accessing Attendance Data in Campus Parent

The Attendance tool will show the attendance record for the student, including days the student was marked absent, tardy, or early release. It will also display whether these attendance events were excused or unexcused.

1. On the left hand side of the screen, click on **Attendance**. This will bring you to the Attendance screen.



Attendance

Below is your student's attendance record for the current school year. If you have any questions, please contact your student's school for more information.

1 (07/01 - 10/25) < Previous Current Next >

COURSE	ABSENT	TARDY	EARLY RELEASE	
Algebra I	3	0	0	>
BIO I	1	0	0	>
English I	3	1	0	>
GLOBAL ST CP	1	0	1	>
HEALTH	0	0	0	
US STUDIES	2	0	0	>
World History	2	0	0	>
Totals	12	1	1	

2. The Attendance Tool description includes a link for absence excuse note templates in multiple languages. The options for these templates are included below.

Absence Excuse Notes – English
Absence Excuse Notes – Albanian
Absence Excuse Notes – Arabic
Absence Excuse Notes – Chinese
Absence Excuse Notes – French
Absence Excuse Notes – Khmer
Absence Excuse Notes – Russian
Absence Excuse Notes – Spanish
Absence Excuse Notes – Vietnamese

3. Users can view attendance events by marking period. The Summary table includes a count of each absent, tardy and early release included on their record by course. Totals are calculated for each column in the final row.

1 (07/01 - 10/25)				< Previous	○ Current	Next >
COURSE	ABSENT	TARDY	EARLY RELEASE			
Algebra I	3	0	0	>		
BIO I	1	0	0	>		
English I	3	1	0	>		
GLOBAL ST CP	1	0	1	>		
HEALTH	0	0	0			
US STUDIES	2	0	0	>		
World History	2	0	0	>		
Totals	12	1	1			

4. Clicking on a course will provide greater detail regarding the absence record associated with that class.

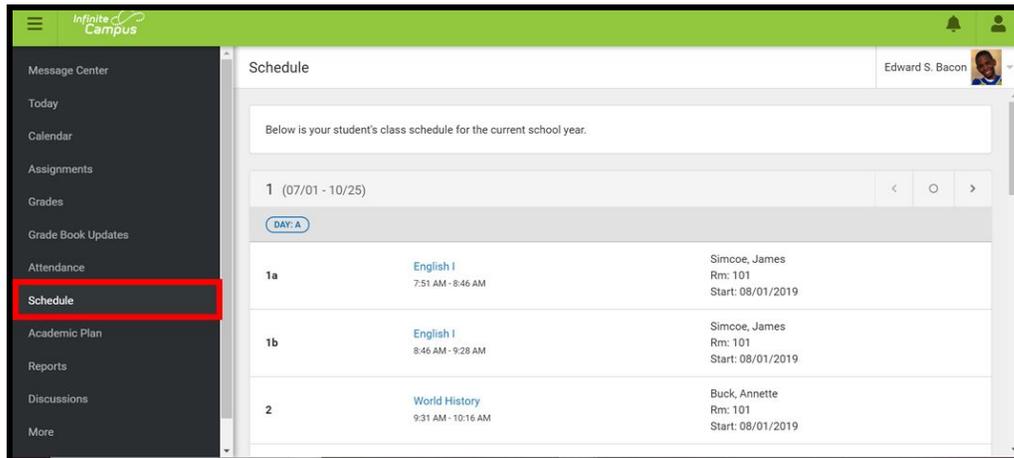
English I		
	ABSENT	TARDY
Excused	0	1
Unexcused	3	0
Exempt	0	0
Unknown	0	0
Absences		
Monday 09/23/2019 Unexcused Absence		UNEXCUSED
Friday 09/06/2019 Unexcused Absence		UNEXCUSED
Friday 09/06/2019 Unexcused Absence		UNEXCUSED
Tardies		
Monday 08/19/2019 Excused Lateness		EXCUSED

Note: Questions or concerns regarding a student's attendance record should be directed to the school.

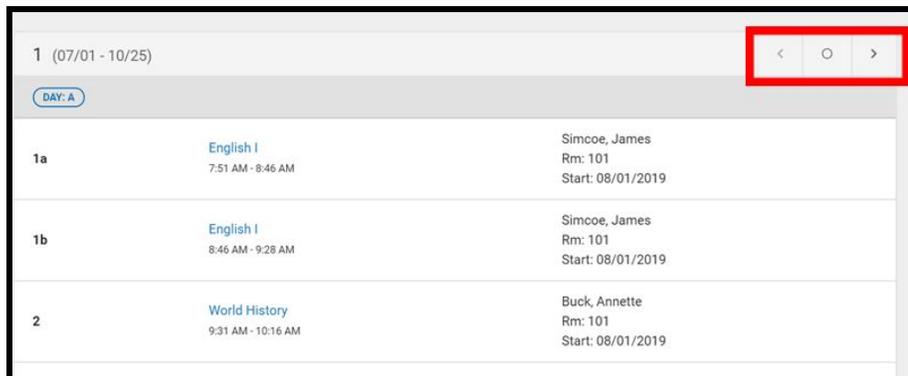
Viewing a Schedule in Campus Parent

The Schedule tool will show the courses that the student is taking for all four marking periods (terms).

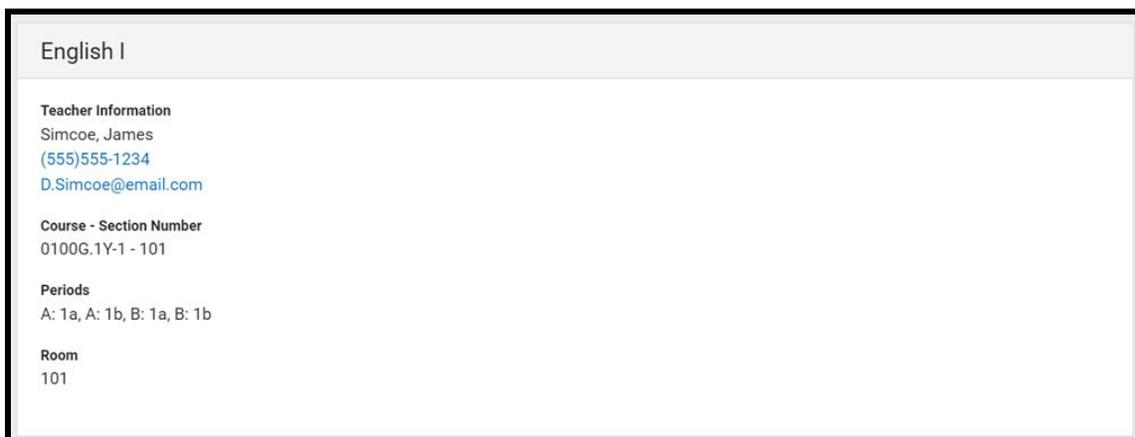
1. On the left hand side of the screen, click on **Schedule**. This will bring you to the Schedule screen.



2. Users can view the schedule by marking period. Use the arrows to navigate between marking periods. Click on the circle to return to the current marking period.



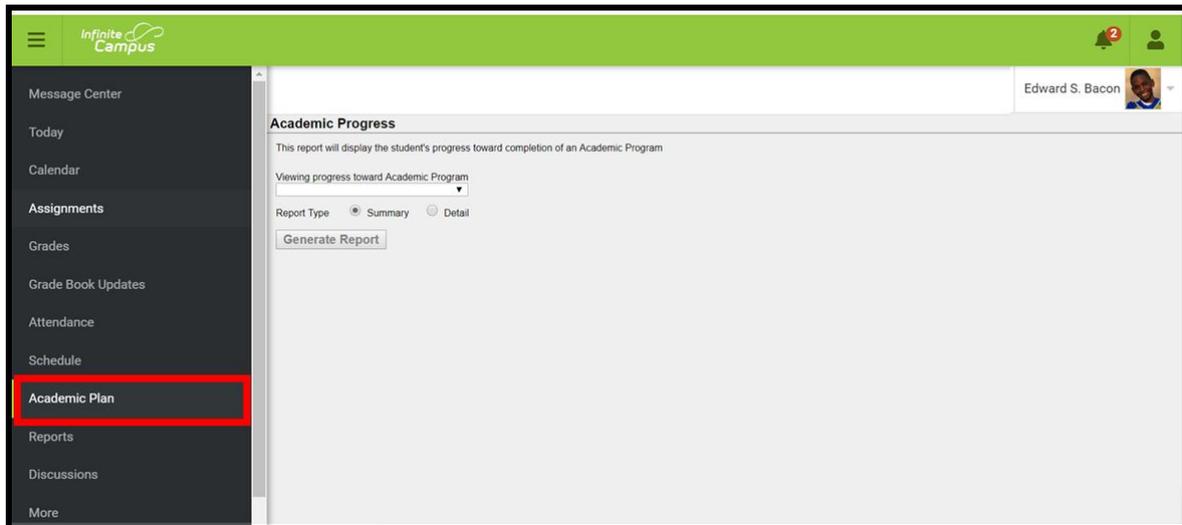
3. Click on any course name to view additional information for that course.



Academic Plan

The academic plan tool is utilized for high school students during the course selection window. This feature is not enabled for K8 schools. This tool will only be available for use when the course selection window is open!

1. On the left hand side of the screen, click on **Academic Plan**. This will take you to the Academic Plan screen.



2. Here, parents/guardians can generate a report that will review the selected student's progress towards graduation, based on credits accrued. Users can select the appropriate parameters via the available drop-down menu, and then click **Generate Report**.

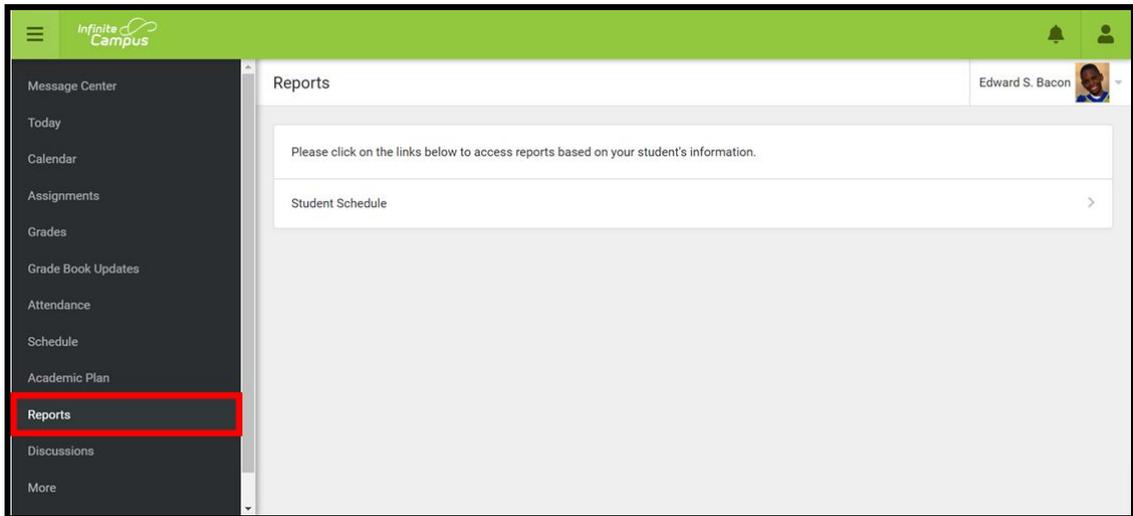


3. The report will open in a new window. Credit totals displaying in green will indicate that the student is on track for their Graduation program. Credit totals highlighted in red will indicate the student is behind.

19-20		Academic Plan Progress Report							
* Asterisks indicate student does not meet requirement									
Credit Type	09	10	11	12	Credit Status			Overflow	Total
					ER	IP	PL		
English	1.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0	1.0			*1.0 / 4.0
Social Studies	1.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0	0.0	1.0			*1.0 / 4.0
Math	1.0 / 1.0	0.0 / 1.0	0.0 / 1.0		0.0	1.0			*1.0 / 3.0
Science	0.0 / 1.0	0.0 / 1.0	0.0 / 1.0		0.0				*0.0 / 3.0
Math/Sci or AP/IB	1.0 / 0.0			0.0 / 1.0	0.0	1.0			1.0 / 1.0
World Language	1.0 / 1.0	0.0 / 1.0			0.0	1.0			*1.0 / 2.0
Career Tech Education									0.0 / 0.0
Health			0.0 / 0.5		0.0				*0.0 / 0.5
Physical Education			0.0 / 1.0		0.0				*0.0 / 1.0
Arts and Humanities	2.0 / 2.0				0.0	2.0			2.0 / 2.0
Electives	0.5 / 0.5	0.0 / 1.5	0.0 / 1.5	0.0 / 2.5	0.0	0.5			*0.5 / 6.0
Independent Project									0.0 / 0.0
Total	7.5 / 7.5	0.0 / 6.5	0.0 / 7.0	0.0 / 5.5	0.0	7.5			*7.5 / 26.5
Course Requirements					Progress				
English 1					1.0	1.0			
English 2					*0.0	1.0			
English 3 or Equivalent					*0.0	1.0			
English 4 or Equivalent					*0.0	1.0			
World History					1.0	1.0			
African American History					*0.0	1.0			
US History or Equivalent					*0.0	1.0			
Social Science or Equivalent					*0.0	1.0			
Biology					*0.0	1.0			
Physics					*0.0	1.0			
Chemistry					*0.0	1.0			
Arts & Humanities					2.0	2.0			
Compound Requirements					Progress				
Students must take multiple courses in the same world language.					*Not Complete				

Accessing Reports in Campus Parent

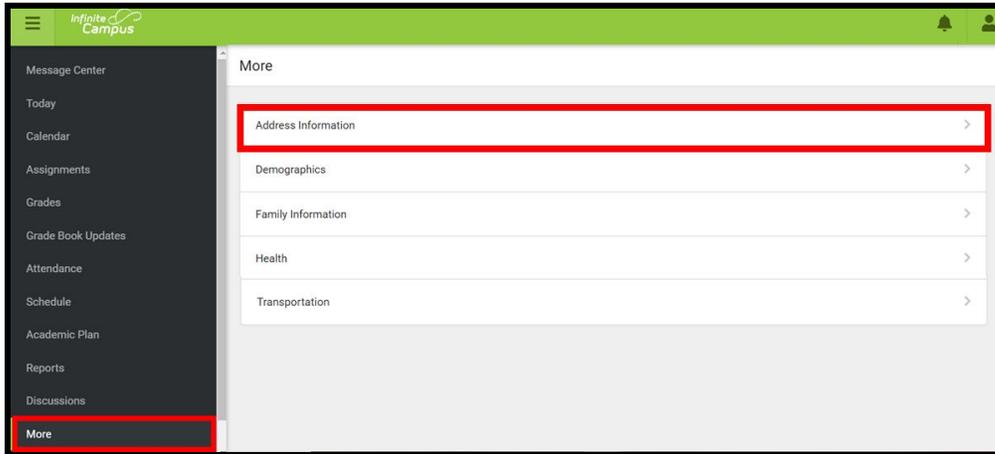
1. On the left hand side of the screen, click on Reports. This will bring you to the Reports screen. Currently, the only available Report is a printable version of your student's schedule. Click Student Schedule to view a printable version of the schedule for the selected student.



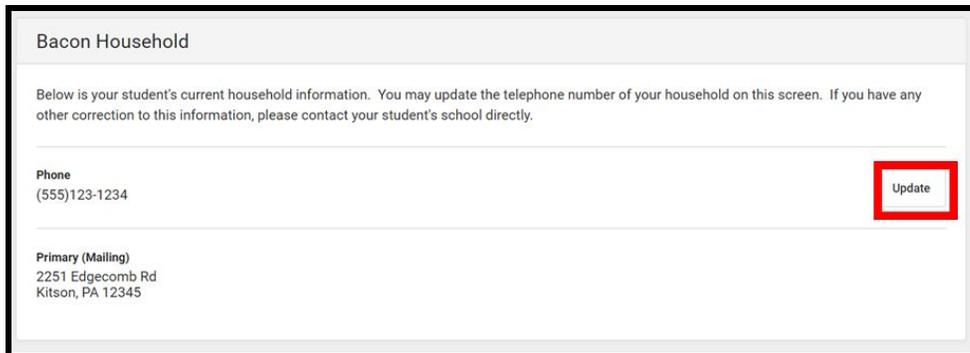
Viewing Address Information

The Address Information tool allows users to view their Household data in the Student Information System, as well as update their Household phone number through Campus Parent.

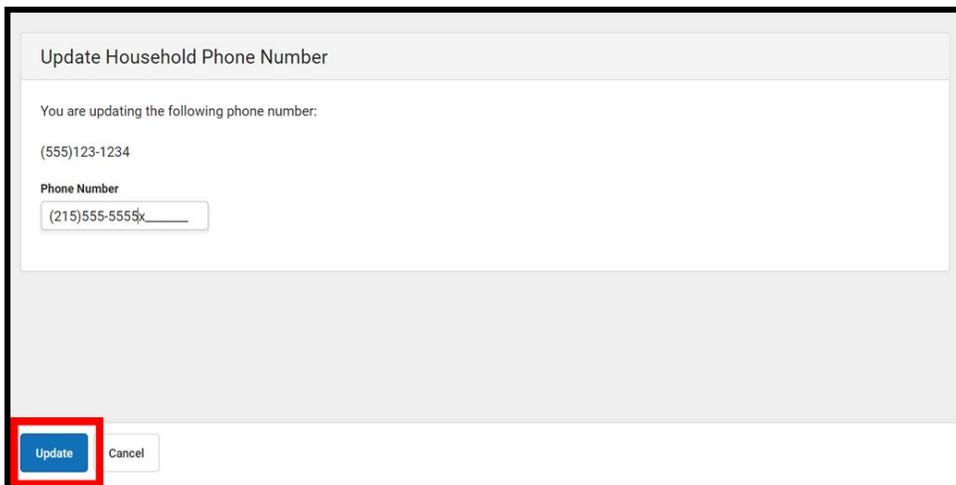
1. On the left hand side of the screen, click **More**. Then click **Address Information**.



2. Here, you can view Household information for the student. Users can update the telephone number of the household on this screen. If there is any other information on this screen that needs updating, contact your student's school directly. To update a Household phone number, click **Update**.



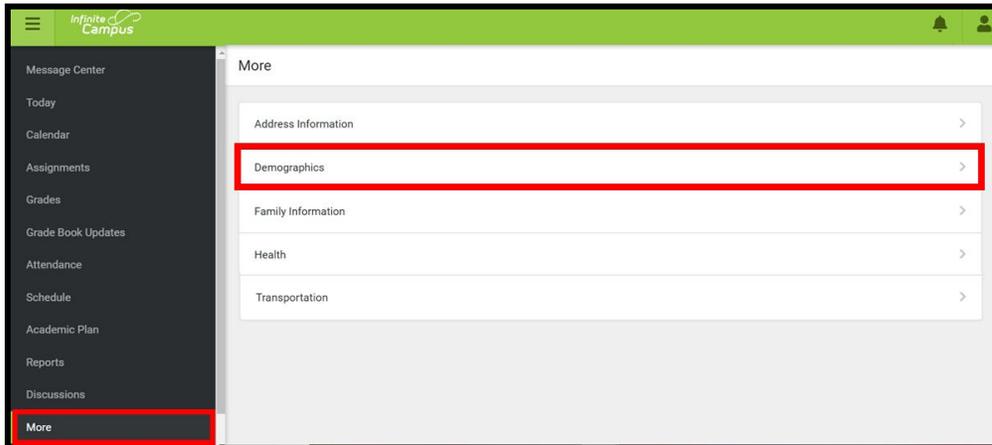
3. After updating the Household Phone Number, click **Update**.



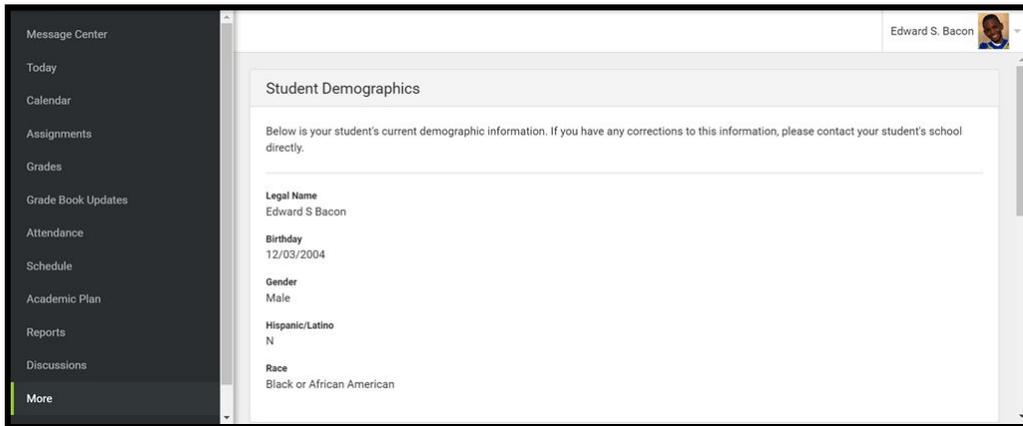
Viewing Demographic Information

The Demographics tool will display demographic and emergency contact information for the student.

1. On the left hand side of the screen, click **More**. Then, click **Demographics**.



2. The first section of this screen includes demographic information for the selected student. If any information needs to be corrected, contact your student's school directly.



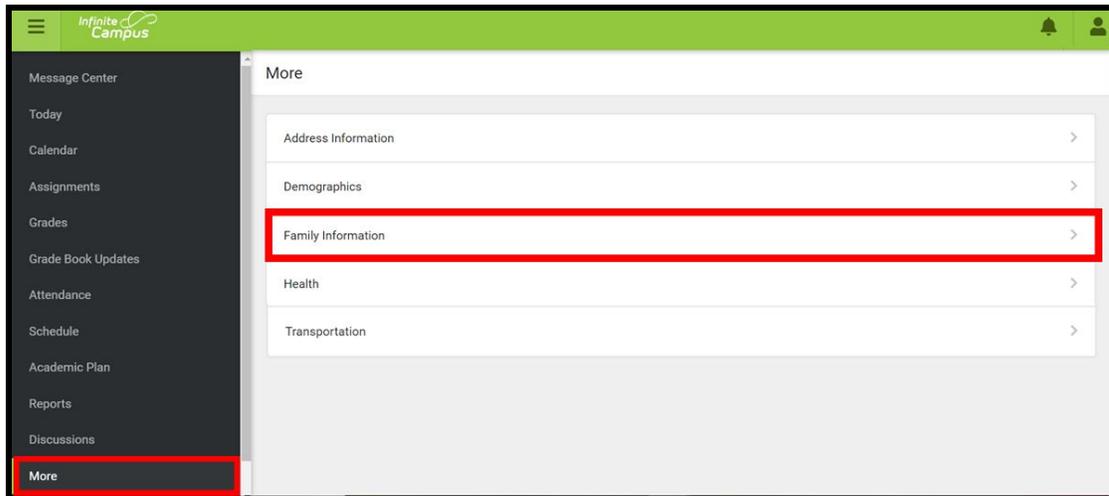
3. The second section of this screen contains information for your student's identified emergency contacts, known in the system as Non-Household relationships. If any of this information needs to be corrected, contact your student's school directly.

Non-Household Relationships		
Relationship	Phone	Email
Grandparent Alex First Emergency Priority 4	Cell: (555)555-1234	No data
Family Friend Hillard Leheron Emergency Priority 3	Cell: (555)555-1234	No data

Viewing Family Information in Campus Parent

The Family Information tool will display information for each individual in the Household, including names, contact information, and the identified relationship to the student.

1. On the left hand side of the screen, click on **More**. Then, click on **Family Information**.



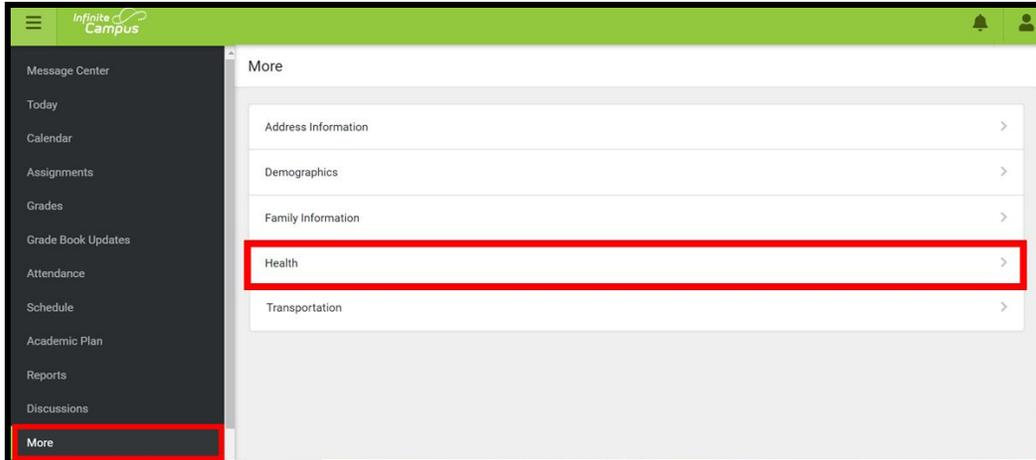
2. On the Family Information screen, you can view your student's current family and relationship information. If you have multiple students, they are all included on this page with their own unique section. If any corrections need to be made to this information, contact the school directly.

Bacon Information		
Below is your student's current family and relationship information. If you have any corrections to this information, please contact your student's school directly.		
Edward S Bacon		
Contact Information		
Phone Cell: (555)555-1234	Email E.Arthur@Kitson.org	
Relationships		
Relationship Mother Francine Bacon (Guardian) Emergency Priority 1	Phone Cell: (555)555-1234 Work: (555)555-5555x1234 Other: (555)555-6789	Email F.Bacon@email.com
Relationship Father James Bacon (Guardian) Emergency Priority 2	Phone Cell: (555)555-1234 Work: (555)555-1234 Other: (555)555-6789	Email C.Bacon@email.com
Relationship Sibling Tony R Bacon	Phone Cell: (555)555-1234	Email TBacon@Kitson.org
Relationship Sibling Aya Bacon	Phone No data	Email No data

Viewing Health Information in Campus Parent

The Health Tool will show the immunization record for that student.

1. On the left hand side of the screen, click on **More**. Then, click on **Health**.



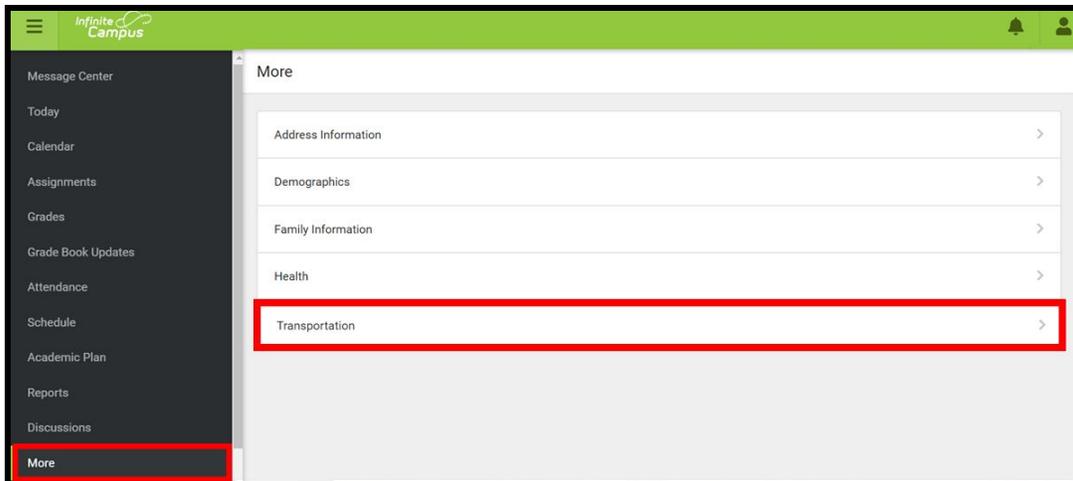
2. This will bring you to the Health screen. On this screen you can view your student's immunization record.

Immunizations		
VACCINE	COMPLIANCE STATUS	DOSES
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	COMPLIANT	07/13/2006 09/22/2006 12/15/2006 09/27/2007 01/14/2011 08/09/2016
Hepatitis B [Hep B]	COMPLIANT	05/18/2006 07/13/2006 12/15/2006
Measles-Mumps Rubella [MMR]	COMPLIANT	05/18/2007 05/21/2010
Meningococcal	COMPLIANT	09/15/2017
Polio [IPV, OPV]	COMPLIANT	07/13/2006 09/22/2006 12/15/2006 01/14/2011
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	COMPLIANT	05/11/2017
Varicella	COMPLIANT	05/18/2007

Viewing Transportation Information in Campus Parent

The Transportation Tool will show the student's transportation record.

1. On the left side of the screen, click on **More**. Then, click on **Transportation**.



2. Here, you can view the student's transportation details. A description of the information included on the Transportation section will appear at the top. The student's current method of transportation will be displayed. District Transportation services include: *Vehicle (Bus/Cab)*, *Transpass*, or *Ineligible (No Service Assigned)*.

Transportation

Transportation Definitions
In Bus: Type of transportation assigned. Possible options are:

- Vehicle (for example, bus)
- Transpass
- Ineligible (Indicates the student is not eligible for transportation)

In Time: The time the student is picked up by the vehicle
In Bus Stop: The location where the student is picked up by the vehicle (e.g. 3rd and Main)
Route Number: Route name/number of vehicle (e.g. Route 2446 AM)
Depot: Company or garage providing the vehicle route (e.g. Passyunk Garage)

If you have any questions regarding transportation service, please contact the Office of Transportation. See contact information below.

Viewing Vehicle Information

1. If a student's method of transportation is a **Vehicle (Cab/Bus)**, the Campus Parent will display the Route information under **Bus Detail**. Blank fields are not being used at this time.

Bus Detail	
In Bus: Vehicle	Out Bus:
In Time: 07:39 AM	Out Time:
In Bus Stop: 409 BYBERRY RD	Out Bus Stop:
Late Bus:	Miles Transported:

- The **Other Transportation Information** section will show the *Route Number* and *Depot* (Garage Name).

Other Transportation Information	
Route Number: 0965 AM	Depot: YELLOWBIRD0827
Contact Phone: 215-400-4350	Contact Email: transoperations@philasd.org

NOTE: Any changes made to a student's method of transportation in the Compass Transportation System will be reflected in the Parent & Family Portal the next day.

Viewing Transpass Information

- If a student's method of transportation is **Transpass**, the Campus Parent will display the following:

Bus Detail	
In Bus: Transpass	Out Bus:
In Time:	Out Time:
In Bus Stop:	Out Bus Stop:
Late Bus:	Miles Transported:
Parking Detail	
Make:	Model:
Color:	Plate Number:
Parking Permit:	
Other Transportation Information	
Route Number:	Depot:
Contact Phone: 215-400-4350	Contact Email: transoperations@philasd.org

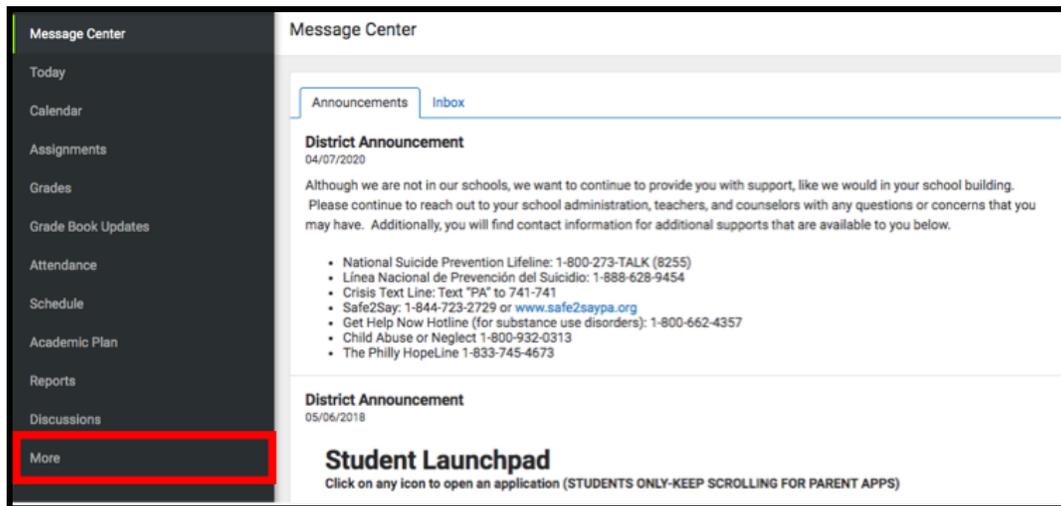
Viewing Ineligible Information

If a student's method of transportation is **Ineligible**, the Campus Parent will display the following:

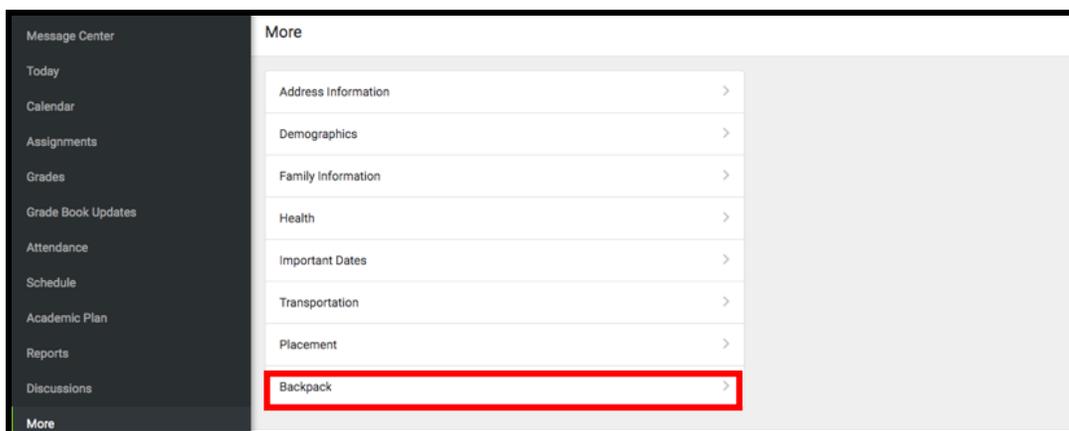
Bus Detail	
In Bus: Ineligible	Out Bus:
In Time:	Out Time:
In Bus Stop:	Out Bus Stop:
Late Bus:	Miles Transported:
Parking Detail	
Make:	Model:
Color:	Plate Number:
Parking Permit:	
Other Transportation Information	
Route Number:	Depot:
Contact Phone: 215-400-4350	Contact Email: transoperations@philasd.org

Viewing the Report Card in Backpack

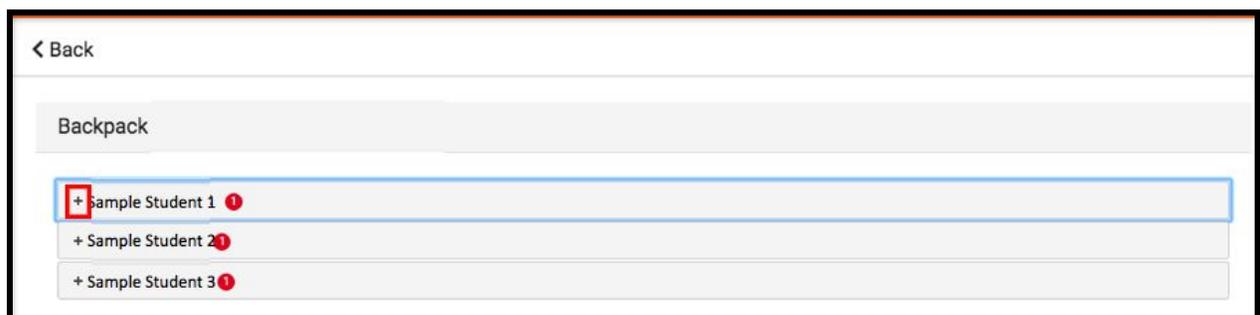
1. Click on **More** on the left side of the screen, in the *Index*.



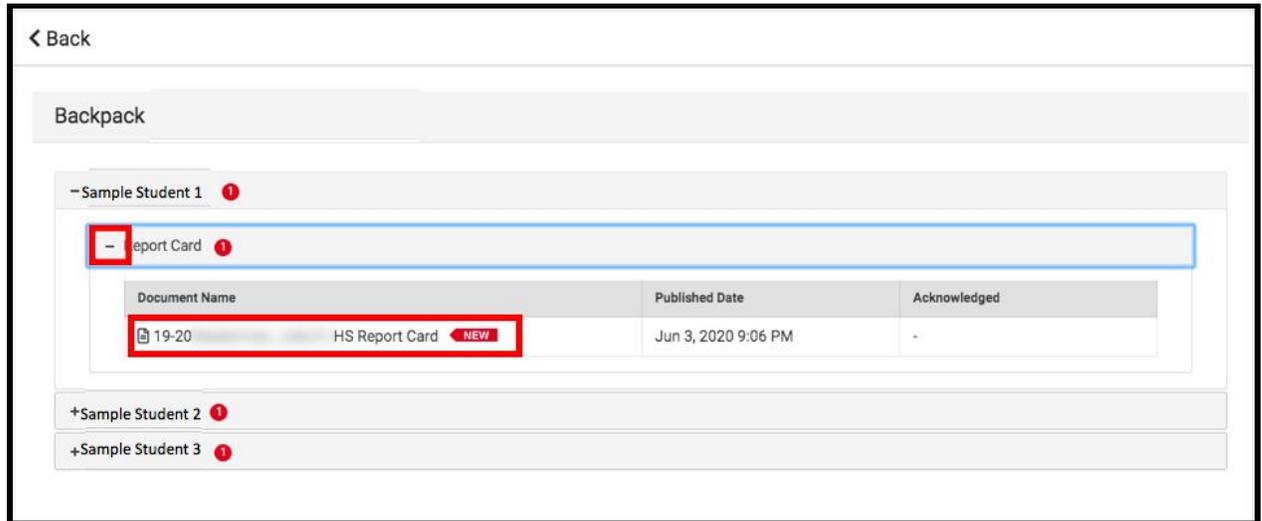
2. Your workspace will change to show additional tools available in **Campus Parent**. Click on the last tool in the list, *Backpack*.



3. You should see a section for each student that your **Campus Parent** account is associated with. Click on the plus sign next to a student's name to expand their section.



- Beneath the student's name, you will see a subheading *Report Card*. Click on the plus sign to open this section. This will reveal a table with three columns - *Document Name*, *Published Date*, and *Acknowledged*. Under the *Document Name* column, you will see a document titled "19-20 (Insert School Name Here) Report Card." Click on this document to view the report card.



Note: The Published Date column will include a timestamp for when the Report Card was last generated by the system. The Acknowledged column is not utilized by the District at this time.

- The **Report Card** will generate in a new window. In the upper right side of this window, you may notice the following icons.
 - Full size screen icon:** The icon with arrows pointing in four different directions will toggle the view to a full screen view.
 - Printing icon:** Users can begin the process to print the Report Card by clicking on the Printer icon.
 - Download icon:** The icon of a piece of paper with a downward pointing arrow will allow the user to save the Report Card.



Sample Report Cards
High School Sample Report Card

THE SCHOOL DISTRICT OF PHILADELPHIA																																																																																					
Term 4: 06/12/2020 - 06/12/2020																																																																																					
Subject/Teacher	Grades			Final Grade	Credit Earned	Comments	Period Cuts	Late																																																																													
	1st	2nd	3rd																																																																																		
English 1	93	85	88	89	1.0		0	2																																																																													
World History	90	85	86	88	1.0		0	1																																																																													
Algebra 1	93	86	89	90	1.0		0	1																																																																													
Biology	90	80	90	86	1.0		0	0																																																																													
Spanish 1	82	82	82	82	1.0		3	0																																																																													
Visual Arts 1	98	95	90	97	1.0		0	2																																																																													
Seminar Freshman	100	100		100	0.3		2	2																																																																													
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