



Printing Kindergarten Interim Reports/Report Cards

This document will provide you with step by step instructions to print Kindergarten Interim Reports and Report Cards (Flex Cards).

1. Grades>Lists>Flex Card Mass Print.
2. On setup screen:

The screenshot shows a 'Setup 08.24.2020' dialog box with the following fields and callouts:

- Current Date**: Callout pointing to the 'As of Date' field.
- Check here to send a copy of the Interim Report/Report Card to the SPC**: Callout pointing to the 'Print To DAS' checkbox.
- Start Date = 1st day of School**
End Date = Current Date: Callout pointing to the 'Attendance Range' section, specifically the 'Start' and 'End' date pickers.

The dialog box contains the following fields and options:

- Year: 2021
- District: 026
- School: [Empty]
- Grade: 00 (highlighted with a red box)
- As of Date: [Empty]
- Show Recommended Grade
- Show Transfer Grades
- Session: [Empty]
- Programs: [Empty]
- Print To DAS
- Attendance Range:
 - Start: [Empty]
 - End: [Empty]
- Ok button

3. On the pop-up screen, select the box in upper left to select all students.
4. Select "Print Forms" tab at bottom and save/print. A digital copy must be saved on a flash drive or computer.
5. Once printed, check the appropriate report type (Report Card or Interim Report) on the printed copies.