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:

3. On the pop-up screen, select the box in the upper left to select all students.
4. Select the "Print Forms" tab at the 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.