



## 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:

Setup 01.02.2024

Year : 2324

District : 026

School :

Grade : 00

As of Date : Current Date

Show Recommended Grade

Show Transfer Grades

Session :

Programs :

Special Codes :

Custom Codes :

Print To DAS

Column :

Reports :

Use Watermark

Print in Home Language

Attendance Range

Start : 1st Day of School

End : Current Date

Ok

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.