

## Reprint a Report Card for the 2016-2017SY

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You can **Reprint a Report Card for the 2016-2017SY** by doing the following:

1. Access Reporting Services
2. Click the **Report Cards** folder
3. Select the **Report Cards ARCHIVE** folder
4. Select the **2016-2017 Report Card Archive** folder
5. Select the **Reprints** folder
6. Select the **Grade Level** folder
7. Select your **School**
8. Select **All Teachers** from the **Select a Teacher to Print for** drop-down
9. Enter the **Student ID** number
10. Click **View Report**
11. The report card will generate and display at the bottom of the screen