Once logged into FACTS please select Report Manager



Select Academics > Progress Report – Report Card (Web)



Select Filter by Homeroom and Select Homeroom to Print. Click the Double Arrows to move all Students to "Selected List" and Click View Report



Progress Report - Report Card (Web)							
View	Email	3. Select Archive					
View Progress Reports	Email Progress Reports	Archive Progress Reports					

Select Report Type and select the *exact fields* selected for Parent Emails. Select Create Archive

🖨 View	Email	3. Select Archive	Archive
	ProgressReport.cfm	~	
Archive Progress Reports	Report Type	70	
=	Include Attendance Homeroom		
	✓ Parent Signature		
	Include Parent Comment Exclude Classes Without	Grades	

Once Reports are Archived please select Done



L									Alerts
All	Progress	e	Туре	Date Added	Added By	Year	Term	Grade Le C	las
Admissions D	Report		Progress R	Sep 23, 2021	Aldrich, Kevin	2019-20	T1	02	Attendance
Class Work	Listed	-2020	Report Card	Jul 27, 2020	Aldrich, Kevin	2019-20	Т4	01	Behavior
General									Demographics
Gradebook									EC/PU Contacts
IEP/Evaluation	s								Email History
Medical Docum	ients								Family
Plan to Protect									Finance
Progress Repo	rt								
Report Card									Interests
									Medical
Transcript									
Transcript								-	P/T Conference