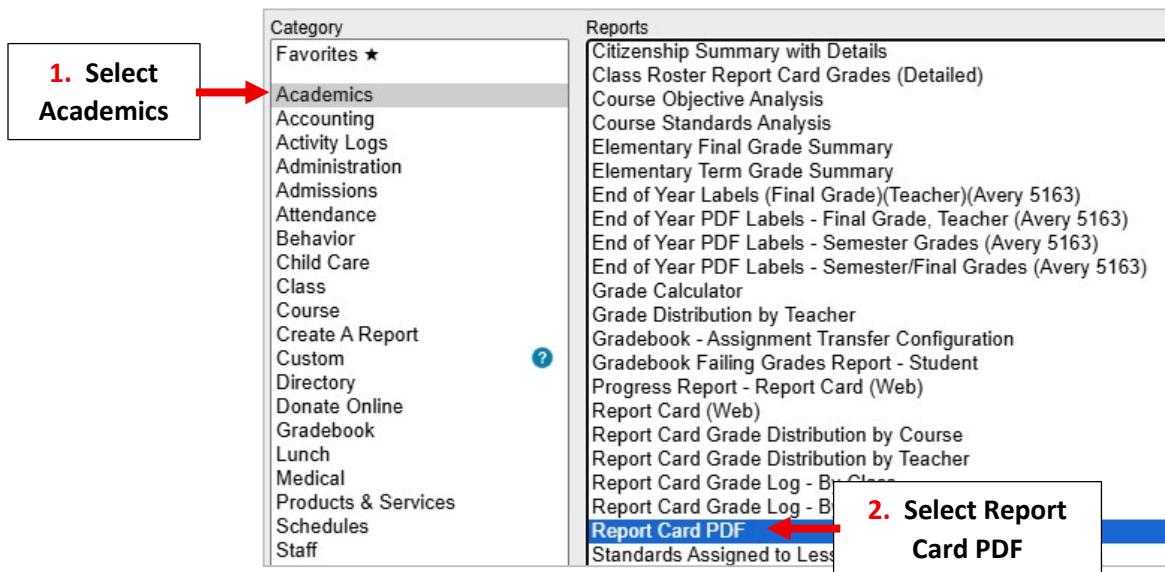


# Print Regent Report Cards in FACTS SIS

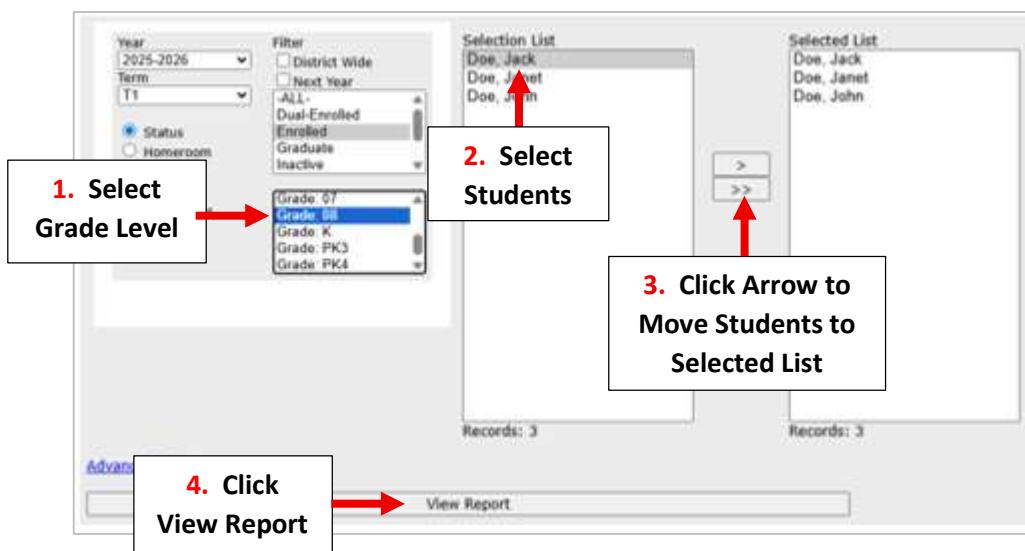
From main menu please select **Report Manager**



Select **Academics > Report Card PDF**



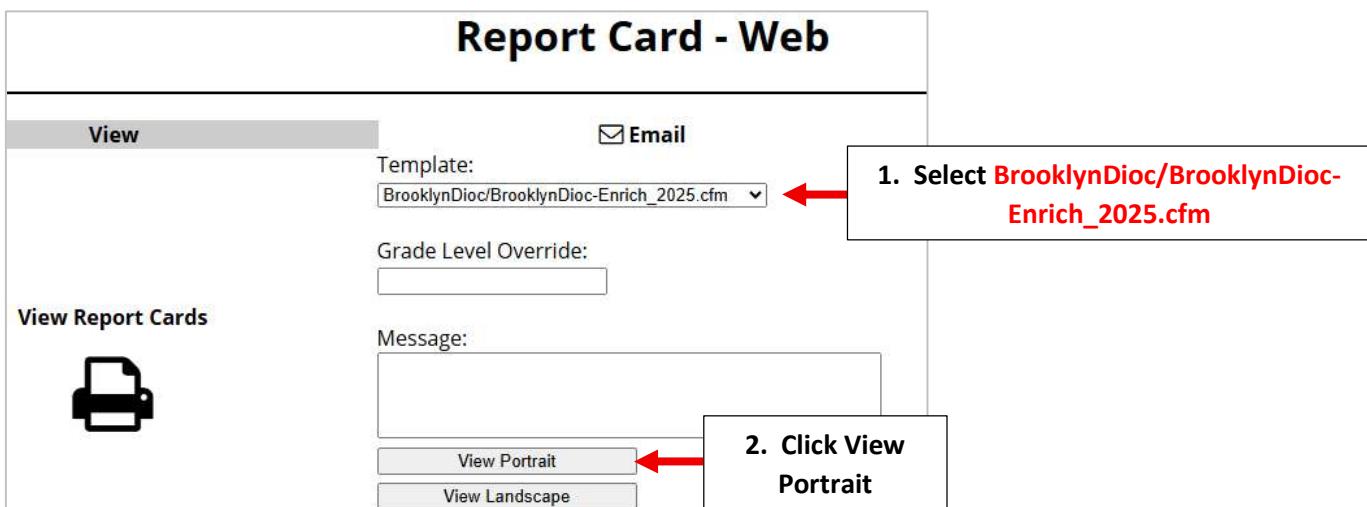
Select Grade Level and Select Students. Click Arrow to move Students to “Selected List” and Click **View Report**



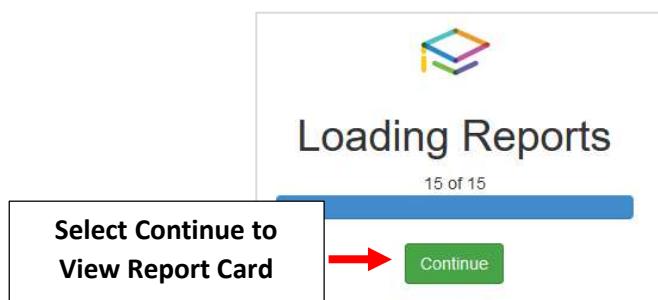
Select **View Report Cards**



Select Template **BrooklynDioc/BrooklynDioc-Enrich\_2025.cfm** and Click **View Portrait** to Run Report Card



Once Reports have Loaded select **Continue** to View Reports



Select "Cntrl" key and "P" to print Report Cards. Select "Save as PDF" to save Report Cards