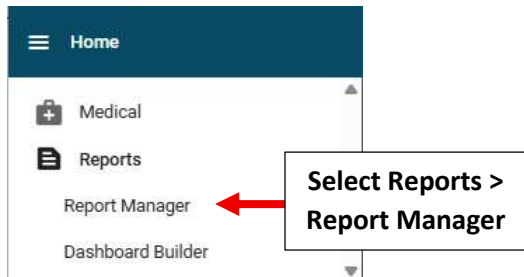
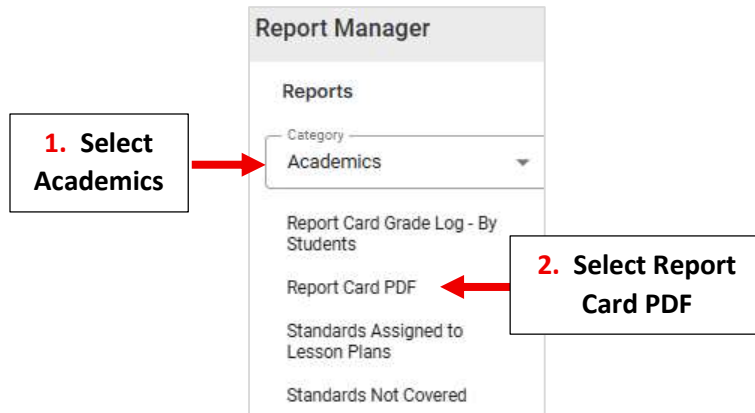


Printing Report Cards in FACTS SIS

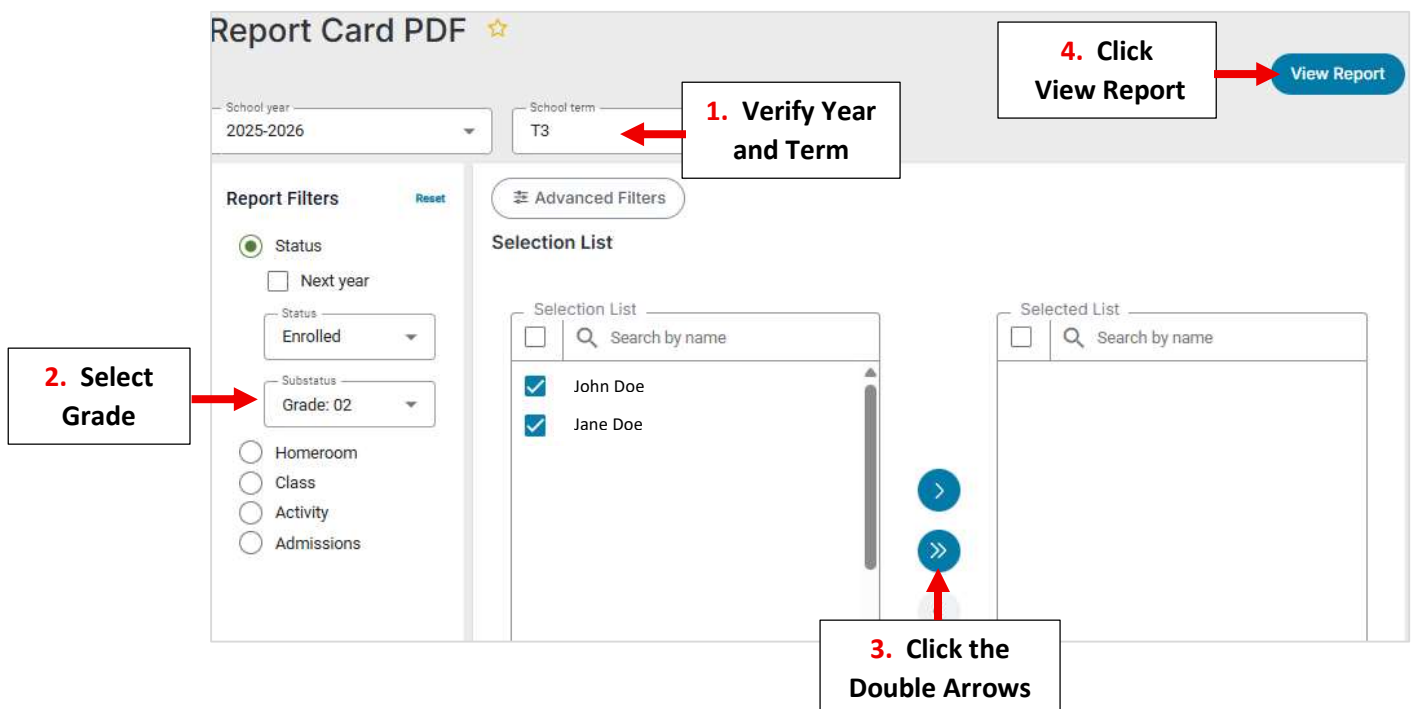
From Main menu please Select **Reports > Report Manager**



Select **Academics > Report Card PDF**



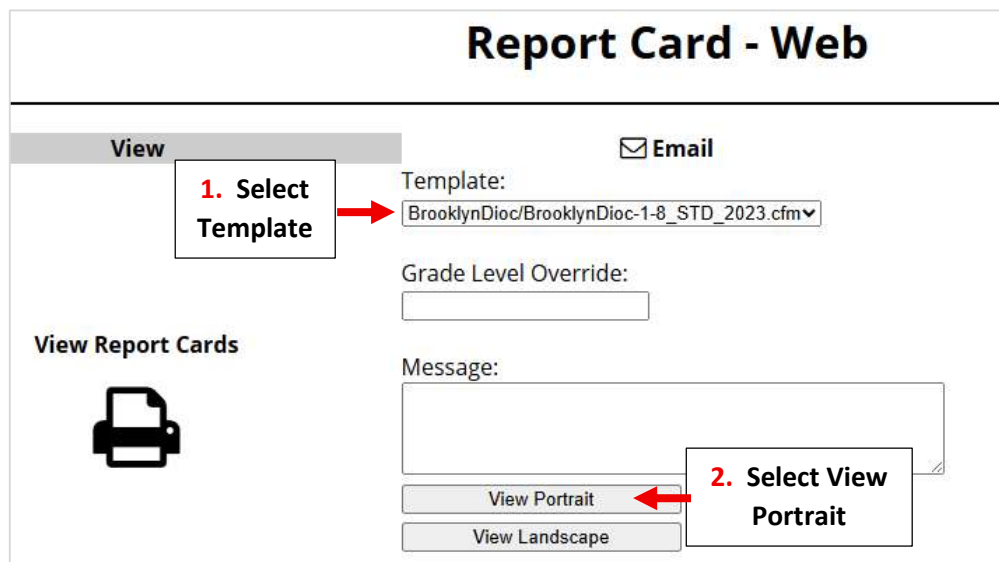
Verify correct School Year and Term are Selected. Select **Grade Level** to Print. Click the **Double Arrows** to move all Students to **"Selected List"** and Click **View Report**



Select **View Report Cards**



Select **Template** and Click **View Portrait**



Once Reports have Loaded Select **Open PDF**

