

Viewing the Report Card in the portfolio (Web based Family Access)

1. Log in and select: **Portfolio**
2. **Check “Created Date” and choose the most recent report card** or transcript.
3. **View** and or print the resulting PDF file.

Family Access

SKYWARD All Students

My Account Contact Us Exit

District Links

Portfolio - Attachments

Description	eSigned	Type	Created
Email addresses- 4th grade DL Class (PRAIRIE TRAIL E S)	N/A	Report Directory	
Student Username and Password (PRAIRIE TRAIL E S)	N/A	Report Directory	
2020 Report Card	Yes	Report Card	Fri Jan 10, 2020 8:25am
2019 Report Card (05/24/19)	N/A	Report Card	Fri May 24, 2019 8:21am
2019 Report Card-MTA (05/24/19)	N/A	Report Card	Fri May 24, 2019 8:20am

Portfolio - Highlights

Description	eSigned	Type	Created
Email addresses- 4th grade DL Class (PRAIRIE TRAIL E S)	N/A	Report Directory	
Student Username and Password (PRAIRIE TRAIL E S)	N/A	Report Directory	
2020 Report Card	Yes	Report Card	Fri Jan 10, 2020 8:25am
2020 Report Card MTA (01/10/20)	No	Report Card	Fri Jan 10, 2020 7:48am
2019 Report Card-MTA (05/24/19)	N/A	Report Card	Fri May 24, 2019 8:20am

Changing you preference to receive a paper report card

1. Login and select: **Student Info**.
2. In the upper right hand corner of that screen choose: **Request Changes for...**
3. Select: **Family Information**.
4. **Select your preference** and save.

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Student Information

Family Information for [Redacted]

Request Changes for AUDREY

Student Information

Family Address

Family Information

Emergency Contacts

Add Emergency Contact

View History

View Unread Denials

* Home Language: ENGLISH

Receive a Paper Copy of Report Card

Guardian Number: 1

Name: [Redacted]

Primary Phone: [Redacted] Ext: [Redacted]

Custodial

Relationship: Father

Home Email: [Redacted]

Cell [Redacted] Ext: [Redacted]

Cell [Redacted] Ext: [Redacted]