



Printing Kindergarten Interim Reports/Report Cards

This document will provide you with step by step instructions to print Kindergarten Interim Reports and Report Cards (Flex Cards).

1. Grades>Lists>Flex Card Mass Print.
2. On setup screen:

The screenshot shows a 'Setup 08.24.2020' dialog box with the following fields and callouts:

- Year:** 2021
- District:** 026
- School:** (empty)
- Grade:** 00 (highlighted with a red box)
- As of Date:** (empty)
- Show Recommended Grade
- Show Transfer Grades
- Session:** (empty)
- Programs:** (empty)
- Print To DAS
- Attendance Range:**
 - Start:** (empty)
 - End:** (empty)
- Ok** button

Callout boxes on the left provide instructions:

- Current Date** points to the **Grade** field.
- Checking this will copy the most current Flex Card to the student's document archives area of JCampus (Paperclip)** points to the **Print To DAS** checkbox.
- Start Date = 1st day of School**
End Date = Current Date points to the **Attendance Range** section.

3. On the pop-up screen, select the box in upper left to select all students.
4. Select "Print Forms" tab at bottom and save/print. A digital copy must be saved on a flash drive or computer.
5. Once printed, check the appropriate report type (Report Card or Interim Report) on the printed copies.