

GRADE REPORT SUBMISSION

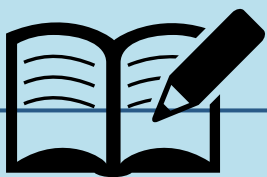
10 STEPS EASY STEPS



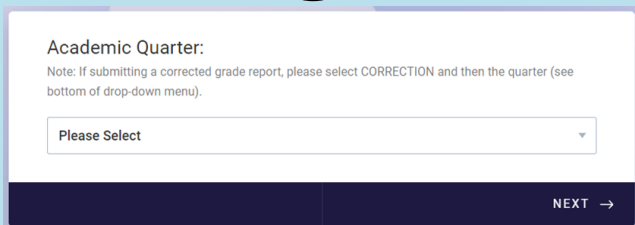
Step #1: Click on Grade Report Submission Form



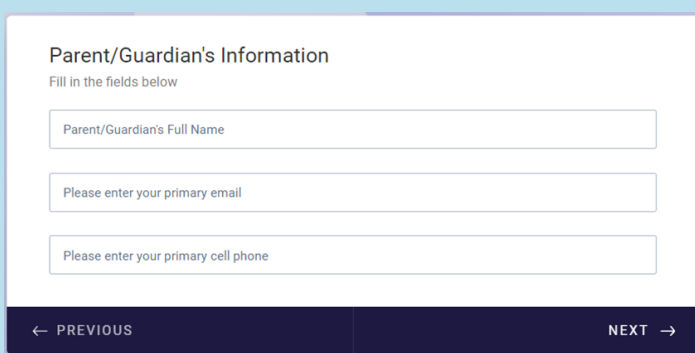
Step #2: Click [Start] and confirm you are using the form for the correct school year and click [Next].

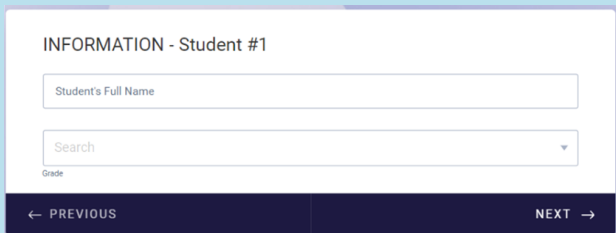
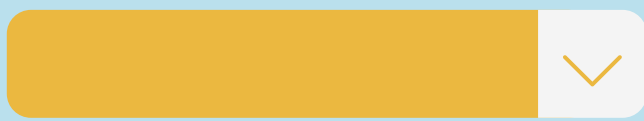
Step #3: Select the current academic quarter. Note: If you are submitting a corrected grade report, please scroll to the bottom, of the dropdown menu and select CORRECTION and the quarter for which the correction is being submitted and click [Next].



Step #4: Enter the full name of the parent/guardian, their primary, email and primary cell phone number and click [Next].

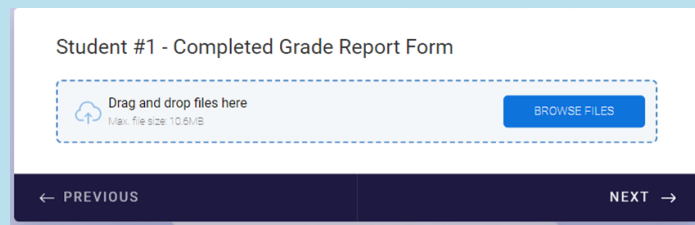



Step #5: Enter the full name of your student and use the dropdown menu to select their grade and click [Next].

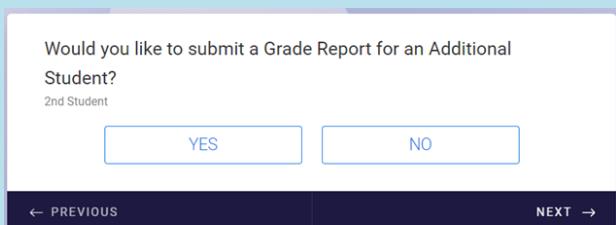



Step #6: Browse Files or Drag and Drop your correctly named grade report using the navigation and click [Next]

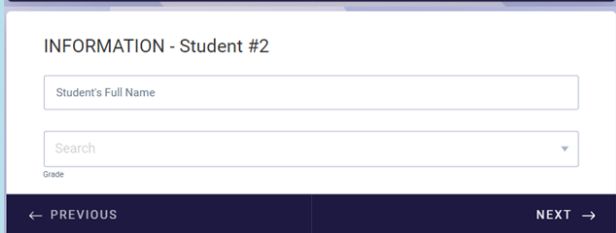
Remember: Save the file name as Last Name, First Name_Grade Level_Quarter Number



Step #7a: If you only have one student for which you are submitting a grade report, please select [No] when asked if you would like to submit a grade report for an additional student and click [Next] and you will be directed to the grade report notices and parent/guardian acknowledgements page.



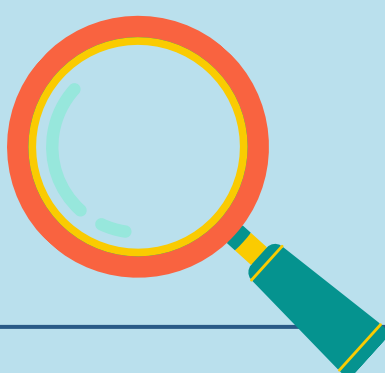
7b: If you have additional students for which you are submitting grade reports, please select [Yes] and click [Next]] and you will be directed to student information page #2. Repeat step 7b if you have a third student for which you wish to submit information and click [Next].



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Step #8: Read the grade report notices and parent/guardian acknowledgements on the following page (scroll to the bottom to review all pertinent information) and click [Next].



Step #9: Record the date and click [Next].



Step #10: Sign the form by clicking and dragging the mouse (select clear if you wish to rewrite your signature) and click [Submit].



Check your inbox for a confirmation email and repeat steps 1-10 for quarters 2-4.

