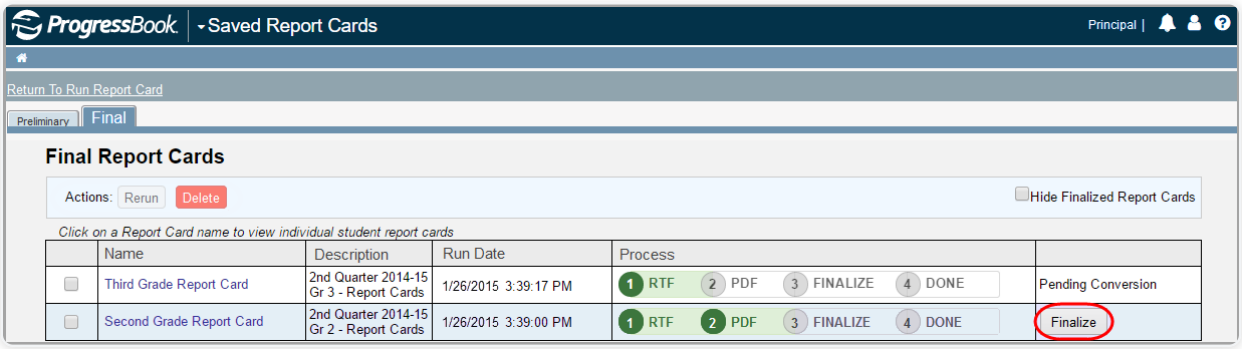
Finalize Report Cards

After you determine that report cards are accurate and ready to distribute, you can finalize them, which publishes them to permanent storage, ParentAccess, and the ProgressBook Parent & Student app.

1. On the Principal Home Page, below Report Cards, click **View Saved Report Cards**. The Saved Report Cards screen Final tab displays.

2. In the row of the report card you want to finalize, click **Finalize**.



The row expands and presents an area to verify the display name and the date you want to make report cards available for viewing in ParentAccess and the Frontline ProgressBook Parent & Student app.

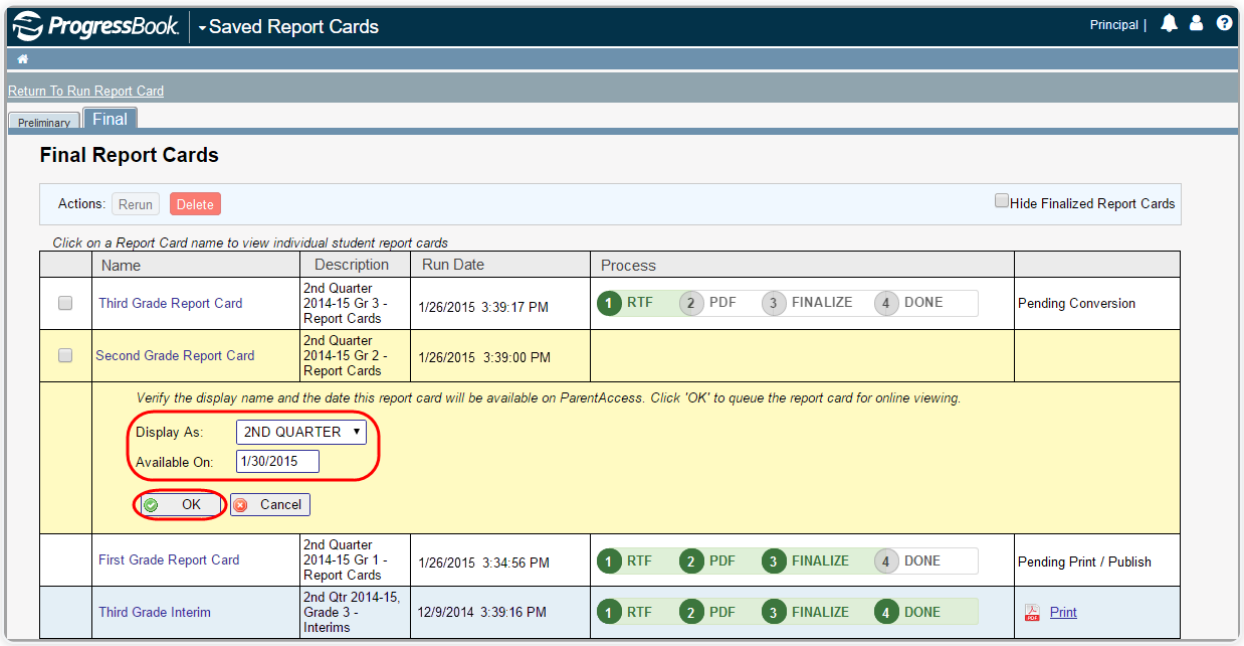
3. In the Display As drop-down list, select the appropriate reporting period.

> **Note**: The reporting period name (set up by your district's system manager) displays in ParentAccess and the Frontline ProgressBook Parent & Student app.

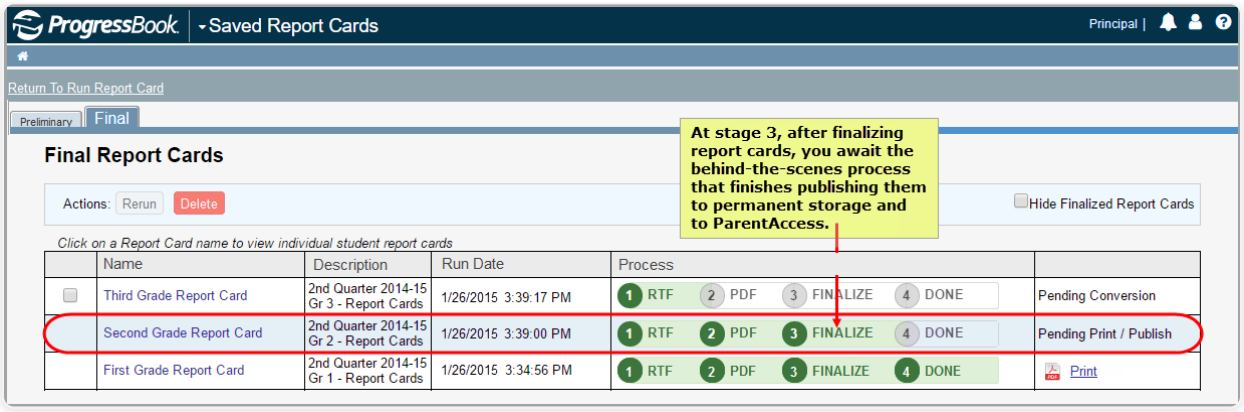
4. In the Available On field, enter or select the date on which you want this report card to start displaying in ParentAccess and the Frontline ProgressBook Parent & Student app.

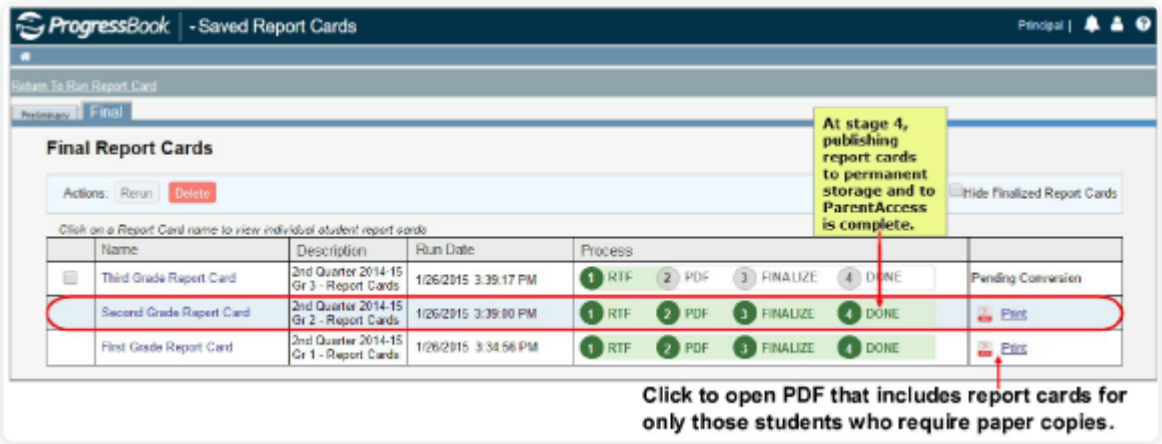
5. Click **OK**.

Note: After you click OK, report cards will be published to permanent storage automatically at an interval set by the system manager and will be viewable in ParentAccess and the Frontline ProgressBook Parent & Student app as of the Available On date. You can no longer rerun or delete this report card run. However, if errors are found after you finalize the report cards, you can generate and publish a corrected report card run using the same Display As reporting period. The corrected report cards replace the incorrect ones in ParentAccess and the Frontline ProgressBook Parent & Student app (if they were already available), and both the original and the corrected report cards are saved in permanent storage.



You are returned to the Saved Report Cards screen, and the status of the report card you just finalized advances to "3 Finalize" (Pending Print / Publish) while the report card awaits the automatic process that creates the final PDF and publishes each individual student's PDF to permanent storage, ParentAccess, and the Frontline ProgressBook Parent & Student app.



After the interval set by your system manager, the status changes to "4: Done", signifying that the publishing process for this report card is complete. Once the Available On date is reached, report cards are viewable in ParentAccess and the Frontline ProgressBook Parent & Student app.

6 (Optional) To print report cards for students who require paper copies, click **Print**. For more printing options, see "**Print Final Report Cards (https://ohsis-help.frontlineeducation.com/hc/en-us/articles/4406581927187)**."