Generate Final Report Cards

Generating final report cards creates an electronic document that parents and students can view in ParentAccess and the Frontline ProgressBook Parent & Student app, thus eliminating the need for schools to print and mail report cards or interims. In addition to a file that includes all students, this format generates individual files for each student so you can print individual report cards or interims in situations in which a hard copy is required. You can also view each run to check accuracy and formatting before you finalize and publish the report cards to permanent storage, ParentAccess, and the Frontline ProgressBook Parent & Student app. Select this method in the following circumstances:

- When all grades have been entered
- When the report card entry window is closed and you are ready to produce report cards
- When you need to run a new report card to reflect corrected marks
- When you want report cards to be viewable in ParentAccess and the Frontline ProgressBook Parent & Student app and stored permanently

> See "**Generate Preliminary Report Cards (https://ohsis-help.frontlineeducation.com/hc/en-us/articles/4406581633043)**" to run preliminary report cards that you do not intend to release or store permanently.

To run final report cards:

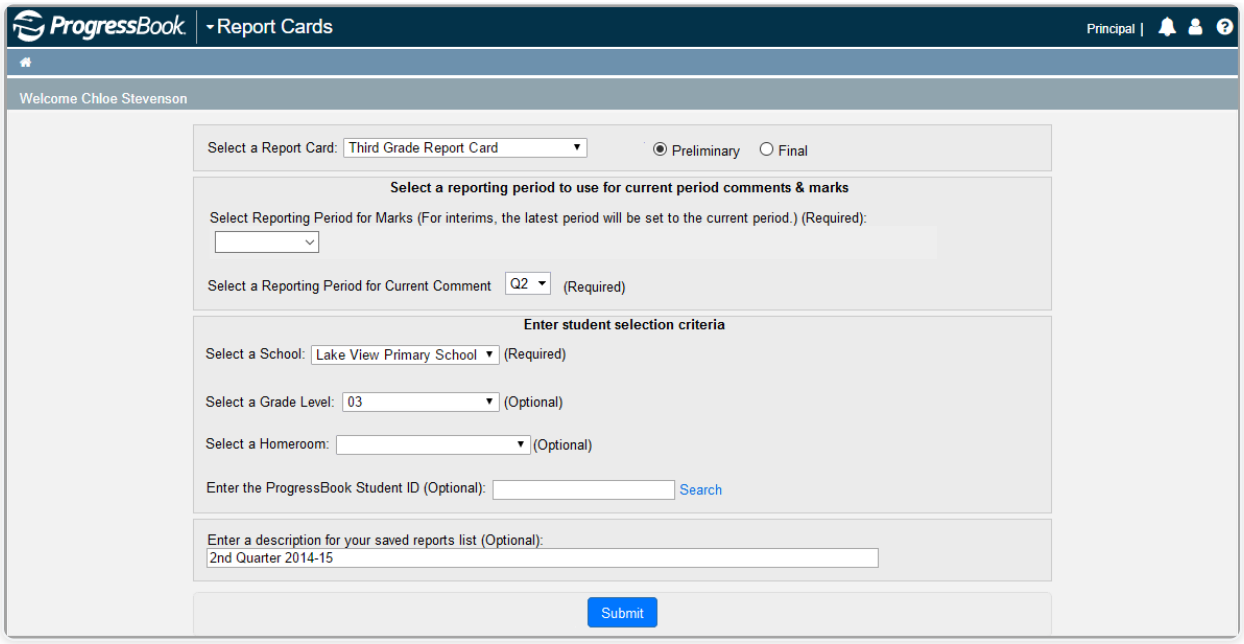
1. On the Principal Home Page, below Report Cards, click **Run Report Cards**.
2. On the Report Cards screen, select Final, and in the Select a Report Card drop-down list, select the appropriate report card.
3. In the Select Reporting Period for Marks drop-down list, select the reporting period.

Note: GradeBook prints marks for the selected and previous reporting periods.

4. If the reporting period you selected or any of the previous reporting periods have a current comment template piece mapped to them, in the Select a Reporting Period for Current Comment drop-down list, select the reporting period whose comments should display as the current comments on the report card.
5. In the Select a School drop-down list, select the appropriate school.
6. (Optional) In the Enter student selection criteria area, select or enter any or all of the following optional criteria:

   - **Grade Level**: Generates report cards for students in a specific grade.
   - **Homeroom**: Generates report cards for students in a specific homeroom.
   - **ProgressBook Student ID**: Generates a report card for a specific student. If you do not know the student's ProgressBook ID number, click **Search** beside the field.

7. (Optional) To make the report card easy to find in the list of saved report cards, in the Enter a description for your saved reports list field, enter a description.
8. Click **Submit**.



If the report cards generate successfully, Completed Successfully displays near the top of the screen.

9 (Optional) To view the report cards, click View Saved Reports below the Completed Successfully message. For more information, see "**View Saved Final Report Cards (https://ohsis-help.frontlineeducation.com/hc/en-us/articles/4406589543955)**."

Note: After you generate report cards, if you find errors, you can rerun them before finalizing them. Report cards are not published to permanent storage, ParentAccess, or the Frontline ProgressBook Parent & Student app until you finalize them.