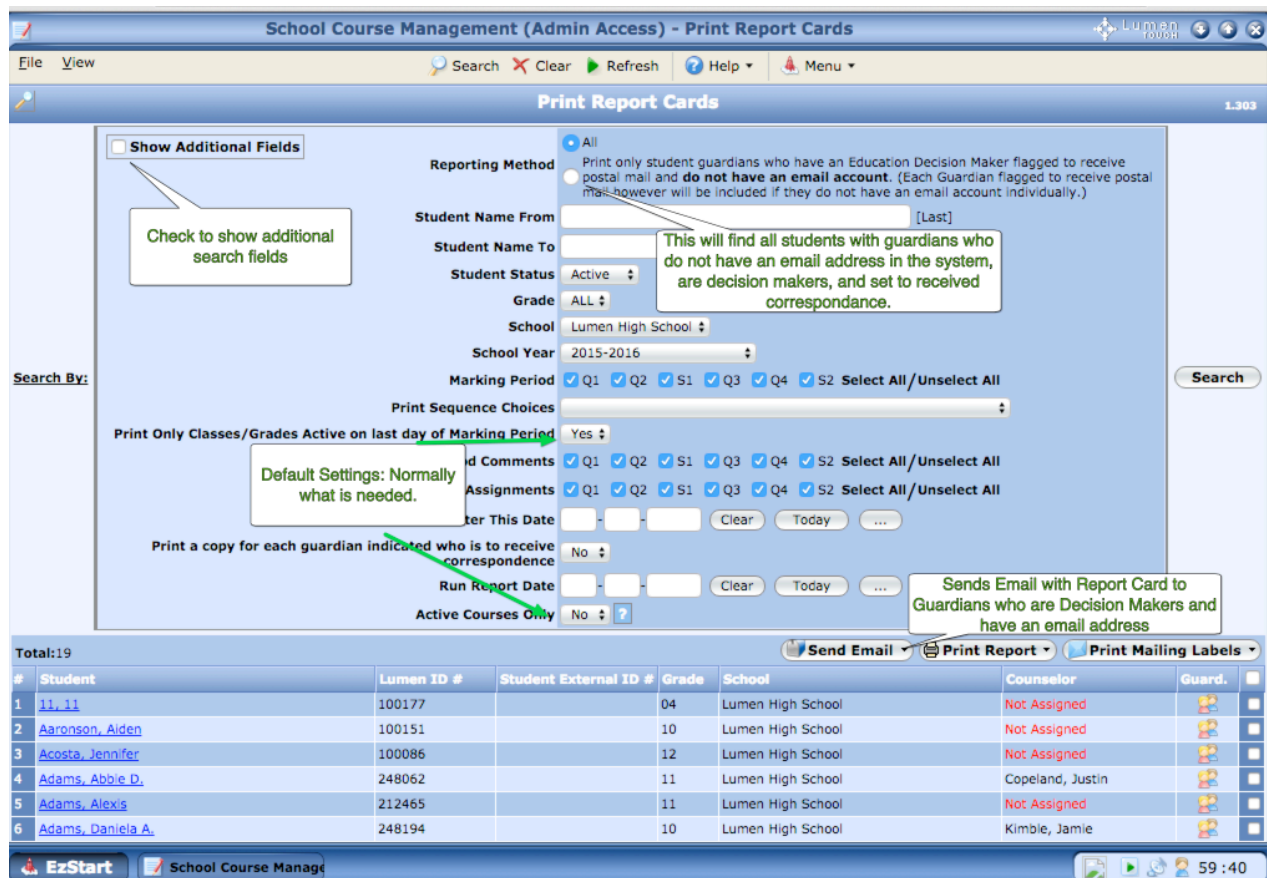


Print Report Cards and Progress Reports

The reports have a number of search fields allowing for the printing or emailing of report cards. Options allow for emailing the reports to all guardians who are decision makers and have an email address. The reports can then be printed for those that do not have an email address.

EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Print Report Cards

EzStart -> Lumen Touch - School -> School Course Management -> School Course Management -> Print Progress Reports



Print Report Cards

Show Additional Fields

Check to show additional search fields

Reporting Method: All
 Print only student guardians who have an Education Decision Maker flagged to receive postal mail and **do not have an email account.** (Each Guardian flagged to receive postal mail however will be included if they do not have an email account individually.)

Student Name From: [Last] [First] [Middle] [Suffix]

Student Name To: [Last] [First] [Middle] [Suffix]

Student Status: Active

Grade: ALL

School: Lumen High School

School Year: 2015-2016

Marking Period: Q1 Q2 S1 Q3 Q4 S2 Select All/Unselect All

Print Sequence Choices: [Dropdown]

Print Only Classes/Grades Active on last day of Marking Period: Yes

Print Comments: Q1 Q2 S1 Q3 Q4 S2 Select All/Unselect All

Print Assignments: Q1 Q2 S1 Q3 Q4 S2 Select All/Unselect All

Print a copy for each guardian indicated who is to receive correspondence: No

Run Report Date: [Date Picker] Clear Today ...

Active Courses Only: No

Sends Email with Report Card to Guardians who are Decision Makers and have an email address

Default Settings: Normally what is needed.

Total: 19

#	Student	Lumen ID #	Student External ID #	Grade	School	Counselor	Guard.
1	11_11	100177		04	Lumen High School	Not Assigned	
2	Aaronson, Aiden	100151		10	Lumen High School	Not Assigned	
3	Acosta, Jennifer	100086		12	Lumen High School	Not Assigned	
4	Adams, Abbie D.	248062		11	Lumen High School	Copeland, Justin	
5	Adams, Alexis	212465		11	Lumen High School	Not Assigned	
6	Adams, Daniela A.	248194		10	Lumen High School	Kimble, Jamie	