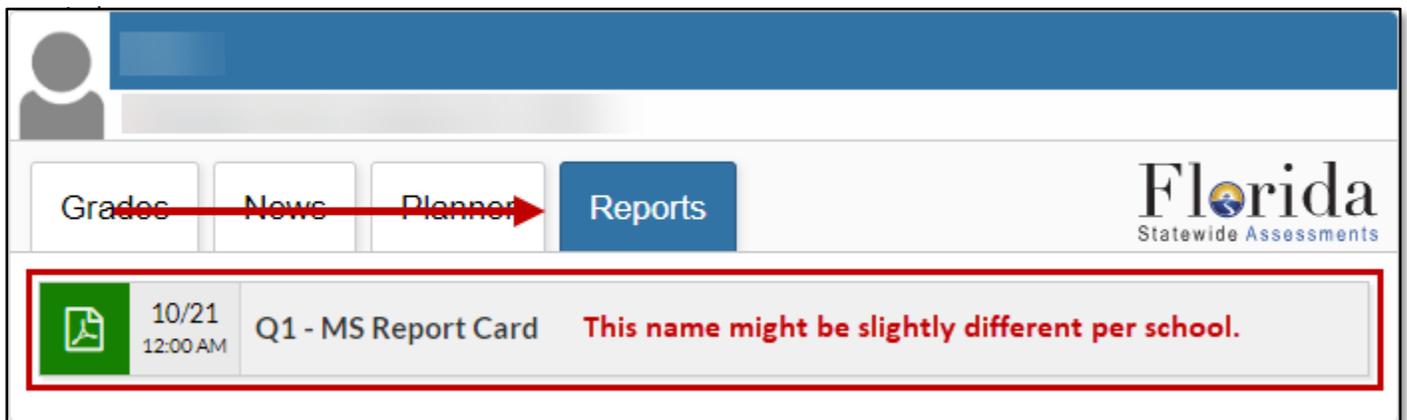# School District of Osceola County

Viewing and Printing Report Cards – All Schools and Grade Levels

1. Log into your parent portal account. If you do not currently have a parent portal account, you can have your child log into his/her student portal account by clicking on **Focus** within **Classlink**.

2. As soon as you log in, you will see a **Student Information Block** for each child associated with your parent portal account. Click on **Reports** in the **Student Information Block** and you will see a link to your child's progress report or report card. Click on the link to view the progress report or report card. It will open in a pdf viewer.

3. If you want to save the progress report or report card, click on the **Disk** icon.

   A new window will open; in this window, select where you want to save the file (probably your computer's desktop). Once you have finished selecting where to save it, click the **Save** button. If you want to print the report card, click on the **Printer** icon. Your printer's dialog box will be displayed. Follow your usual procedures for printing a document.

4. To return to your parent or student portal, click the **X** to close the pdf viewer window.