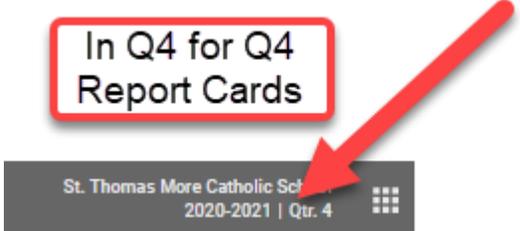
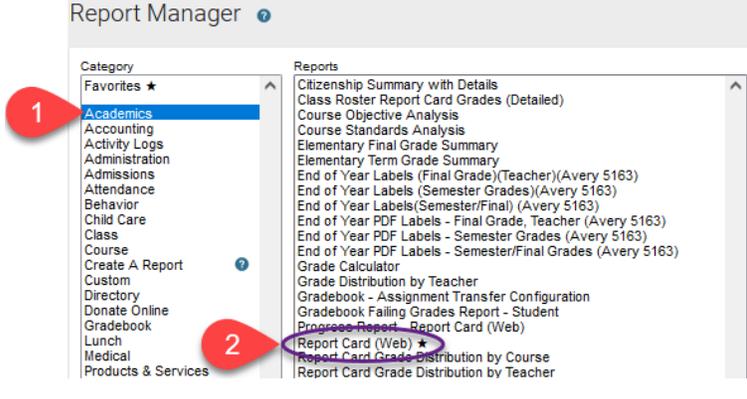
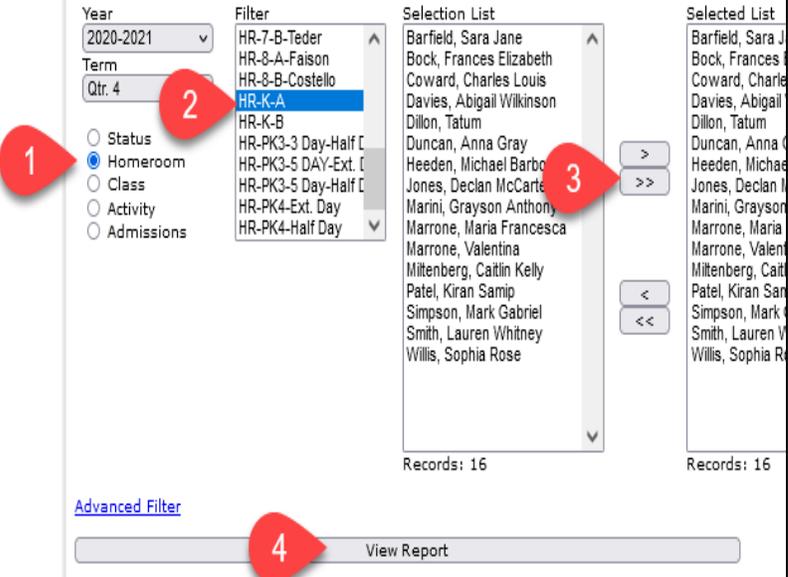


**PURPOSE:** The purpose of this procedure is email report cards within FACTS SIS. You **MUST** have Administrative Access to perform this function.

| PROCESS STEP  | REFERENCE IMAGE  |  |
|---|--|--|
| STEP 1: Log into FACTS SIS.   |  |  |
| STEP 2: Verify you are in the quarter current quarter for that reporting period.  |    |  |
| STEP 3: Select:<br><b>1. Academics</b><br><b>2. Report Card(Web)</b>  |   |  |
| STEP 4: <b>SELECT:</b><br>1) HOMEROOM<br>2) Select Homerooms by report card type*<br>3) Select Double Arrow to move all students from each homeroom<br>4) <b>VIEW REPORT</b><br><br><b>** K-2 – Skills Report</b><br><b>3-8 – Report Card</b> |  |  |

**Step 5: Select:**

1. **Email Report Cards**
2. **Select proper template**
3. **Skills Report (K-2) ST-NC report card (3-8)**
4. **Select PARENT**

The screenshot shows the 'Email' configuration interface. On the left, there is a 'View' icon and an 'Email Report Cards' icon. A dropdown menu is open, displaying a list of templates. A red callout box with the number '1' points to the 'Email Report Cards' icon. Another red callout box with the number '2' points to the dropdown menu. A third red callout box with the number '3' points to the 'K-2' and '3-8' options in the dropdown menu, which are highlighted with red boxes. The dropdown menu lists the following templates: ReportCard4P.cfm, ReportCard4P-1.cfm, ST-NC/ST-NC\_ReportCard4P.cfm, Web\_ReportCard4P.cfm, Web\_ReportCard4P-1.cfm, and Web\_ReportCard4P-1-GPA.cfm. The 'ST-NC/ST-NC\_ReportCard4P.cfm' option is selected, and a blue checkmark is visible next to it.

**STEP 6: ARCHIVE**

To Archive Q4 Report Cards:

1. **Select Archive**
2. **Select proper template**
3. **Skills Report (K-2) ST-NC report card (3-8)**
4. **Select Create Archive**

The screenshot shows the 'Report' configuration interface. On the left, there is a 'View' icon and an 'Archive Report Cards' icon. A dropdown menu is open, displaying a list of templates. A red callout box with the number '1' points to the 'Archive Report Cards' icon. Another red callout box with the number '2' points to the dropdown menu. A third red callout box with the number '3' points to the 'Create Archive' button, which is highlighted with a red box. The dropdown menu lists the following templates: ReportCard4P.cfm, ReportCard4P-1.cfm, ST-NC/ST-NC\_ReportCard4P.cfm, Web\_ReportCard4P.cfm, Web\_ReportCard4P-1.cfm, and Web\_ReportCard4P-1-GPA.cfm. The 'ST-NC/ST-NC\_ReportCard4P.cfm' option is selected, and a blue checkmark is visible next to it. Below the dropdown menu, there is a 'Grade Level Override' field, a 'Message' field, and a 'Create Archive' button. Below the button, it says 'Will archive HTML documents.'