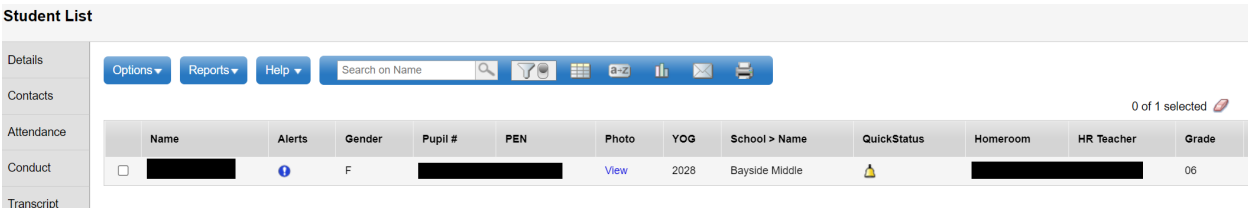# PRINTING PREVIOUS YEAR'S REPORT CARD

INTRODUCTION

This process will show you how to print a report card for the previous year. For example, the current school year is 2020–2021, then you can print a report card for the 2019-2020 year.

NOTE: This process doesn't work if you need to go back 2 or more years back. You will need to get a copy of the report card from the student file.
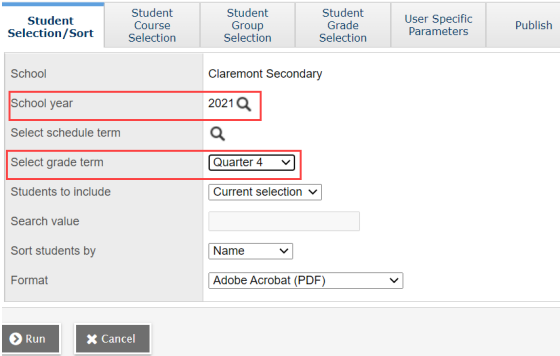
HOW-TO

In School View:

- Student TT > Select Student > Options > Show selected student

- For Elementary and Middle students:
    - Reports > *Report Cards – K – 9 Three Term*
- For Secondary student
    - Reports > *Report Cards – 10 – 12 Multi Term*

- **School Year** = Previous year
- **Select schedule term** = Leave at default
- **Select grade term** =
    - *Elementary & Middle* = Term 1, Term 2, Term 3
    - *Secondary* = Single Term, Tri 1, Tri 2, Tri 3, Quarter 1, Quarter 2, Quarter 3, Quarter 4
- **User Specific Parameters Tab** > Uncheck "Include the Current School Course ONLY"

Include the Current School Course ONLY