

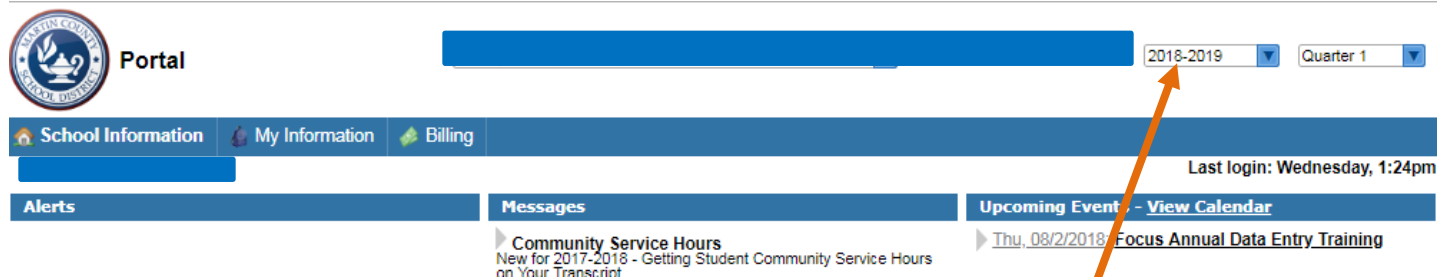


# PARENT GUIDE TO DOWNLOADING REPORT CARDS

EDUCATE ALL STUDENTS FOR SUCCESS

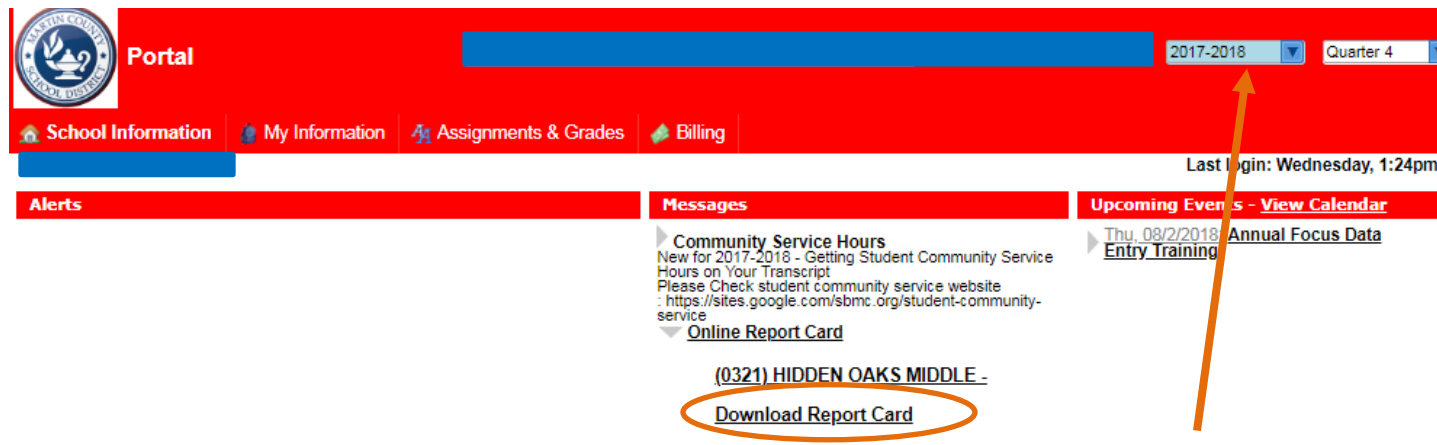
Follow the steps below to download your student's report card:

- You can access FOCUS by going to <https://martin.focusschoolsoftware.com>
- Once there log into FOCUS using your assigned username and password.
- When you have logged into FOCUS, the screen will look like the one below. You must change the year from 2018-2019 to 2017-2018 as shown below.





Click on the down arrow next to 2018-2019. A drop-down menu of school years will appear. Click on 2017-2018. The screen will reload in a different color to show that the school year has been changed.

- After the screen has reloaded you will see a link that says, "Download Report Card" in the "Messages" section. Click this link



Notice that the school year now says "2017-2018" at the top of FOCUS. Now click the "Download Report Card" link.

- Once you have clicked on the "Download Report Card" link, the report card will open.
- You can download it on to your computer by hitting the download button  or you can print it by hitting the print button  .