Printing Report Card from Parent/Student Portal
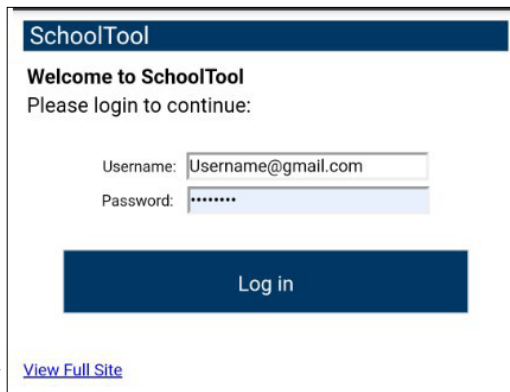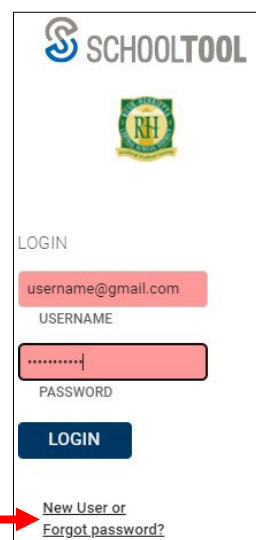### Video: Printing Report Card from Portal

Parents/Guardians can log into **SchoolTool** and access final grades, and print a report card. You will need a SchoolTool account. If you don't have an account, contact the student's school.

Log in to the SchoolTool site from your web browser (Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari).
Using the following **URL: https://schooltool.rhnet.org/schooltool/**

Click on View Full Site ➡

User Name: This is your email address
Password: The password email from SchoolTool
Forgot Password: Click on the link and enter your email address to have a password reset emailed to you
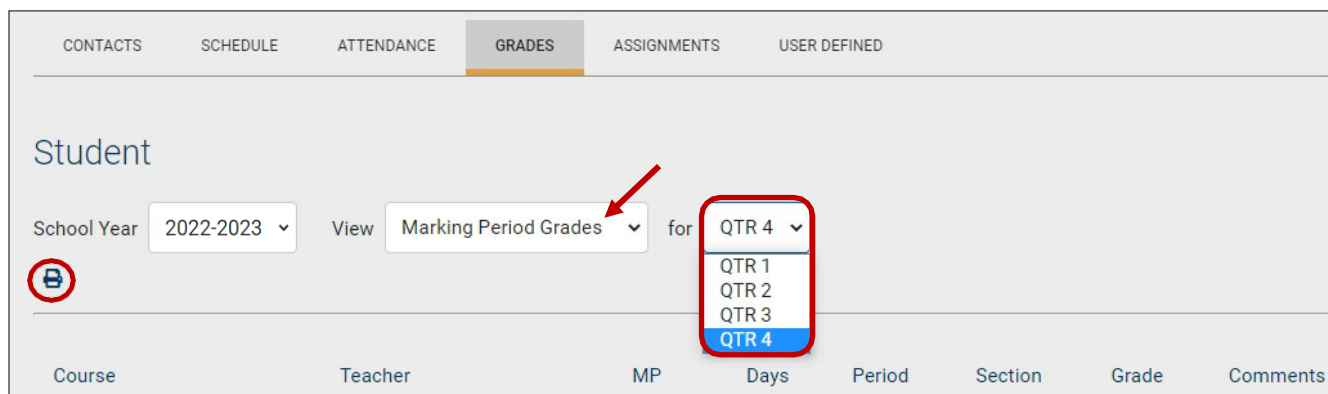*Note: Passwords can be changed after you login. Select: Home > My Home > Account*

To access the student record, click the View Student Record 👤 button, or click on the student's photo or name.

Select the Grades Tab
The Grades tab shows grades in each class, depending on the View and grading interval selected.
- You can print a final report card by selecting **Marking Period Grades** for **QTR1, QTR2, QTR3, & QTR4** and clicking on the printer icon 🖨

Views: Marking Period Grades: This option will display report card information for the interval selected.

Note: The Grade column will display 'None' until grades have been published. The printer will display when the grades have been published.