

Previous Year 'Printable' Report Cards now Available in Home Access

Good News! A new feature introduced in Home Access is the ability to view/save/print the 'printable' version of previous year Report Cards for students. See below for quick reference instructions. These instructions will also be located on the Home Access Center Help page.

Looking-up Previous Year Report Cards in Home Access Center

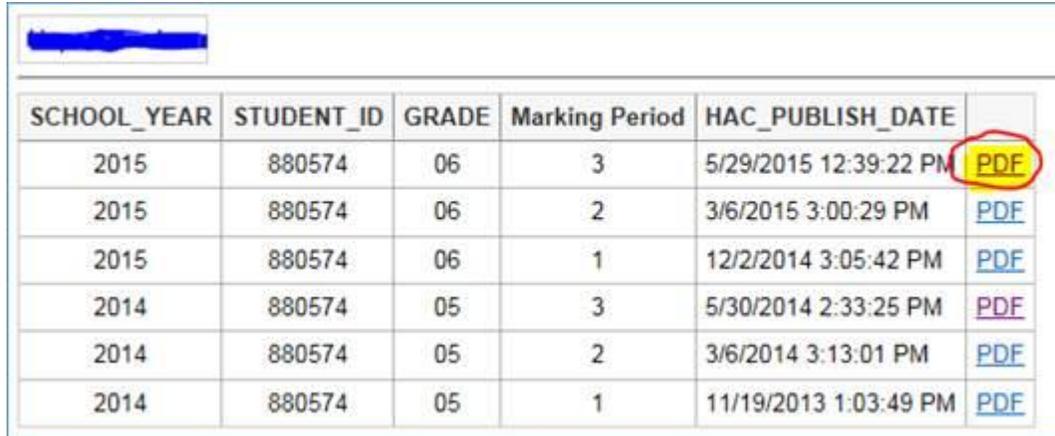
Step 1: Login to Home Access Center.

Step 2: Click on **Home**, then Select **School Links** Tab > **Report Card History** link. See below.



The screenshot shows the Hilliard City Schools Home Access Center interface. At the top, the logo reads "HILLIARD CITY SCHOOLS Ready For Tomorrow". Below the logo is a navigation bar with icons for Home, Attendance, Grades, Student Support, and Registration. The "Home" icon is circled in red. Below the navigation bar is a "School Links" tab, which is also highlighted. Under the "School Links" tab, a list of links is displayed, including "Help - Home Access Center Help", "Help - Middle School Program of Studies", "Help - High School Program of Studies", "Help - Updating Career Plan Quick Reference", "Help - Updating Career Plan Video", "MyPaymentsPlus - HCSD Student Fees & Meal Payments", and "Report Card History". The "Report Card History" link is circled in red.

Step 3: Click on **PDF** link of the Report Card of interest.



The screenshot shows a table with the following columns: SCHOOL_YEAR, STUDENT_ID, GRADE, Marking Period, HAC_PUBLISH_DATE, and a PDF link. The table contains six rows of data. The PDF link for the first row (2015, 880574, 06, 3, 5/29/2015 12:39:22 PM) is circled in red.

| SCHOOL_YEAR | STUDENT_ID | GRADE | Marking Period | HAC_PUBLISH_DATE | |
|-------------|------------|-------|----------------|-----------------------|---------------------|
| 2015 | 880574 | 06 | 3 | 5/29/2015 12:39:22 PM | PDF |
| 2015 | 880574 | 06 | 2 | 3/6/2015 3:00:29 PM | PDF |
| 2015 | 880574 | 06 | 1 | 12/2/2014 3:05:42 PM | PDF |
| 2014 | 880574 | 05 | 3 | 5/30/2014 2:33:25 PM | PDF |
| 2014 | 880574 | 05 | 2 | 3/6/2014 3:13:01 PM | PDF |
| 2014 | 880574 | 05 | 1 | 11/19/2013 1:03:49 PM | PDF |

You can then print, or save & email as an attachment, the Report Card as needed.