Skyward: Printing 4th 9 Weeks Report Cards (Elementary)

Use this Quick Check as a guide to help you complete the steps of printing 4th 9 Weeks Report Cards in Skyward. All of the resources listed below can be found on the iCafe at iCafe.lcisdo.org under Skyward for Administrators.

### Print NW4 Report Cards for Promoted or Retained students

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<td>Once all students have been marked as promoted/retained/placed, you are ready to print your report cards.</td>
<td>iCafe Video: Skyward - Running Progress Reports &amp; Report Cards (Elementary) iCafe Video: Skyward - Running Progress Reports for Pre K &amp; Kindergarten (Elementary)</td>
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For the vast majority of your students, you will follow normal procedures and run your report cards, setting up your template to pull from the appropriate district created template (GR 1-5 RC NW4; Kinder NW4; PreK NW4):

For Grades K-5, the template will pull the promotion/retained status automatically for each student, requiring only that you the principal sign the report card!

Promoted Example:

![Promoted Example Image]

Retained Example:

![Retained Example Image]

*For students being PLACED in the next grade, you will need to pull their report cards from this printed file. Their report cards will say “Promotion Status Pending” if it is accidentally given to the student.

*For PreK, since no student is retained or promoted, there will be no promoted/retained box nor is there a principal signature line

* If this needs to be added, please submit a Help Desk Ticket for Skyward Support with the Issue Type: Reports
For students being ‘Placed’ in a grade, you will run the “GR 1-5 RC NW4 PLACED” district template for only those specific students.

The following steps below will walk you through the process.

**Step 1:** In the “Student Ranges” area, select the “Individual” option and click the “Individual” button that becomes active.

**Step 2:** In the window that opens, search for the name of the student that needs a “Placed” report card printed and click the “Add” button.

**Step 3:** Once all students needing to receive the “Placed” report card are seen in the “Selected Names” area, click the “Ok” button. You will return to the report card template menu.

Once all students are selected, you can complete the rest of the template as you normally would. When you print these report cards, only students you selected will print and you will have a place where you can write in the appropriate grade the student is being placed and then sign.

Help! My progress report / report card won’t print for a couple of students! Try the tips resource column.