

November 11, 2010

## **Report Card Instructions**

Report cards will be accessible via Churchwerks on Friday, November 19<sup>th</sup> after 3:00pm

**Tuition must be current in order to view report cards/grades.**

To access your child's report card:

1. Click on the Churchwerks link.
2. Enter your user name and password.
3. Click on:
  - Student's name
  - Reports
  - Report Cards
4. Please be patient, it will take a minute or two to generate the Report Card.
5. Open the PDF file—your child's Report Card will appear.
6. Report Cards are printable.

Forms will be sent home for you to sign, stating that you have seen the report card.  
Requests for conferences will be included on this form.

**If you do not have computer access, please notify the office by  
Monday, November 15, 2010.**