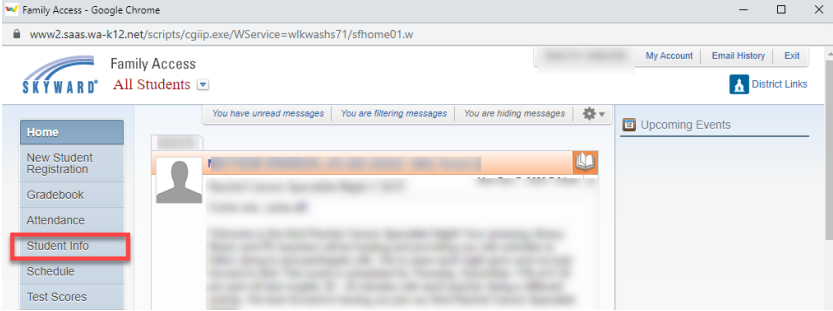
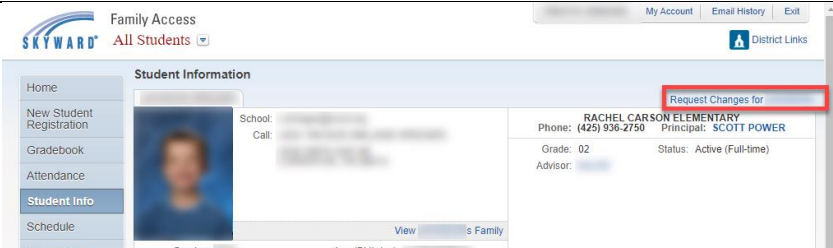

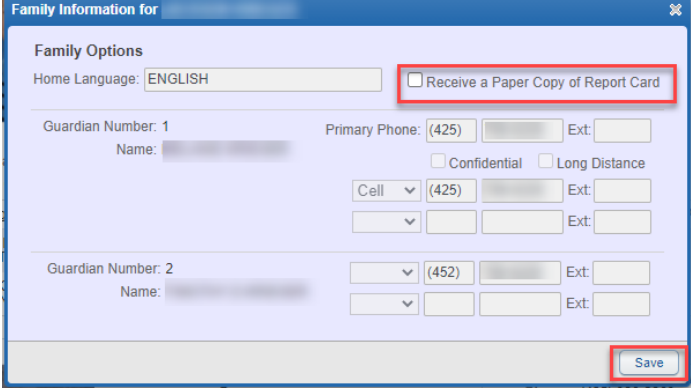


FAMILY ACCESS GUIDANCE

Selecting Electronic Delivery of Report Cards

<p>1) Open up your Family Access account.</p> <p>2) Select “Student Info” from the left menu.</p>	
<p>3) Select the “Request Changes for <student name>” link on the far right.</p>	
<p>4) Select “Family Information” from the drop down menu.</p>	
<p>5) To receive “electronic only” please uncheck the “Receive a Paper Copy of Report Card.”</p> <p>6) Select “Save.”</p>	
<p>7) Electronic report cards can be found in the “Portfolio” section of Family Access.</p>	