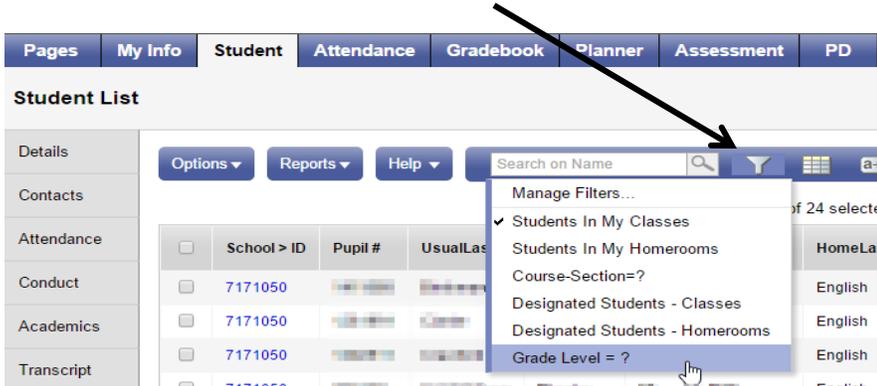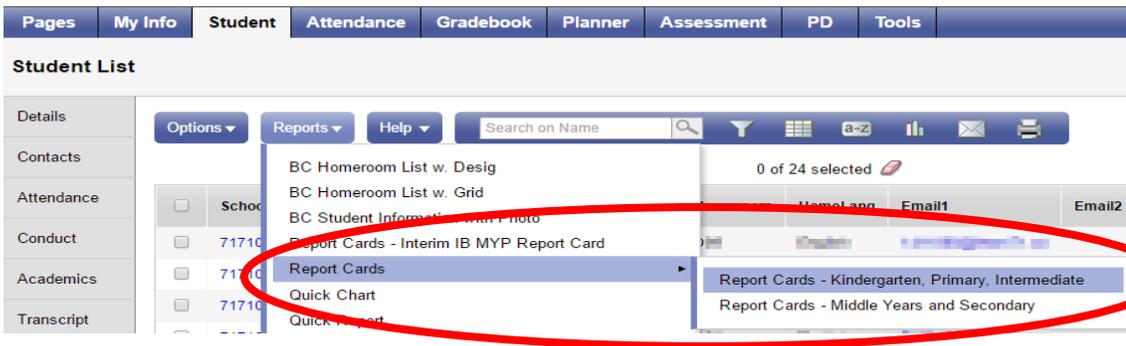# Printing reports for split classes (K-1 and 3-4 require different types of reports)

1. Click on the **Student** top tab

2. You can filter students by grade. Click on the **Filter** icon on the top right

3. Click on **Grade Level = ?** Then select the grade you would like to see when the pop up appears.

4. Click on **Reports**

5. Choose **Report Cards** and then choose options suitable for your level: Elementary or Middle and Secondary

6. Choose the options needed for your report cards:
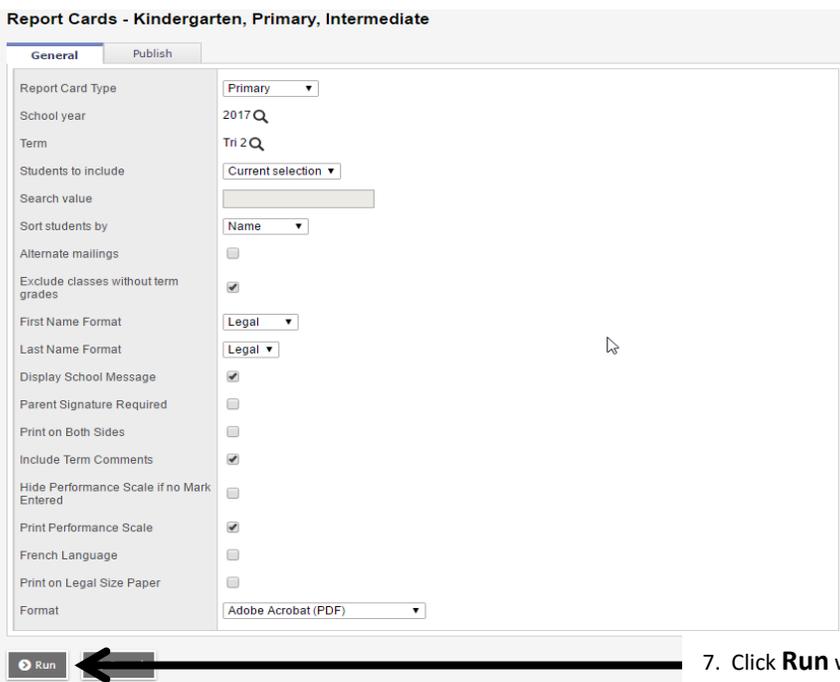
7. Click **Run** when you are ready to print.