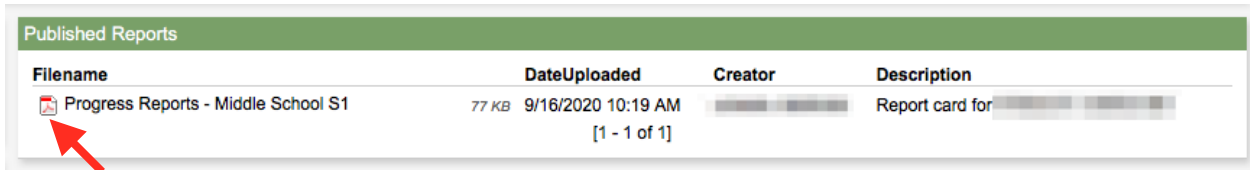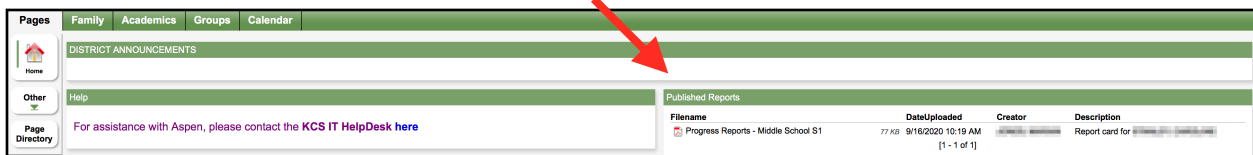# Viewing Student Report Cards, Progress Reports, RTI Letters and Student Schedules for Parents and Students
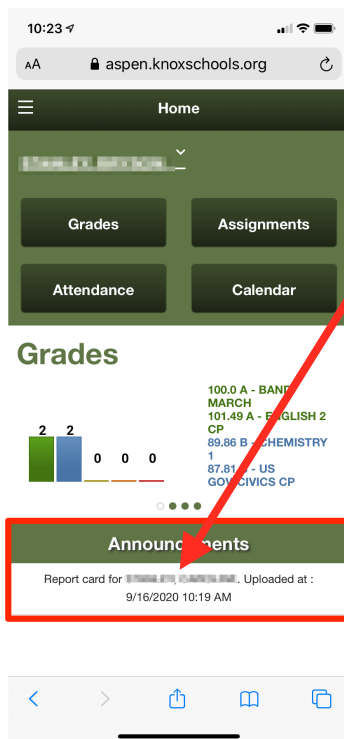
Things to know:
1. Reports will only be available for a limited time (usually about two weeks).
2. An email is generated to portal account holders to notify that a new report has been added. There is no link on the email. You must navigate to the Family Portal.
3. Downloads are handled differently on every computer/mobile device. Be sure that you know where the downloaded files are located on your computer/mobile device. Pop-up blockers should be disabled.

For Full Site: Log in to your Family Portal account or Student account. Locate the **Published Reports** widget on the page.

Click on the file to download it to your computer.

In the mobile view, click on the announcement.

Then click on the document.