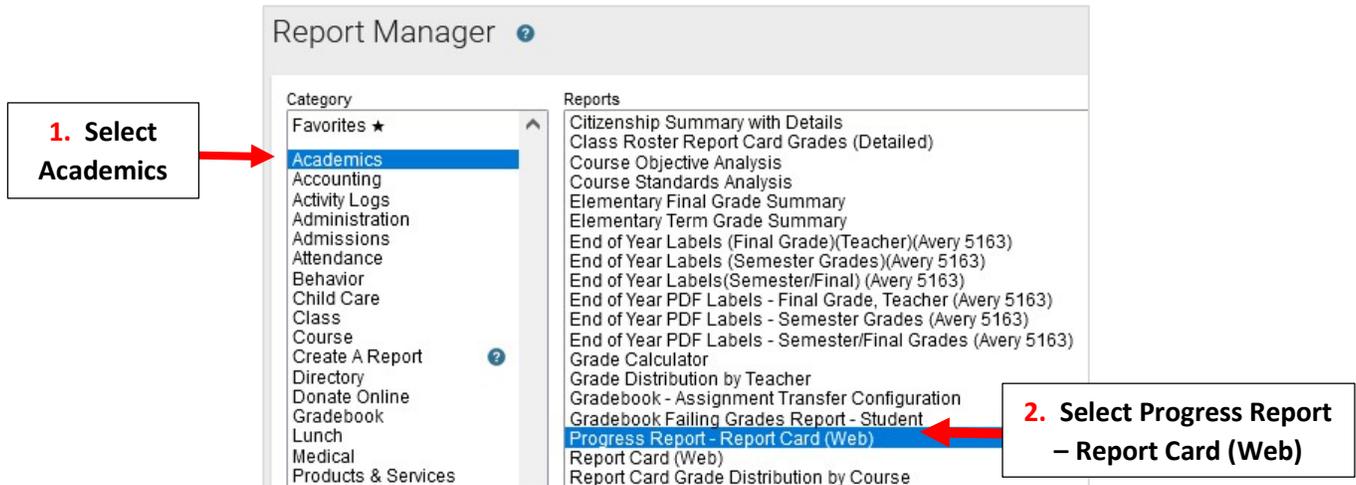


Email Progress Reports in FACTS SIS

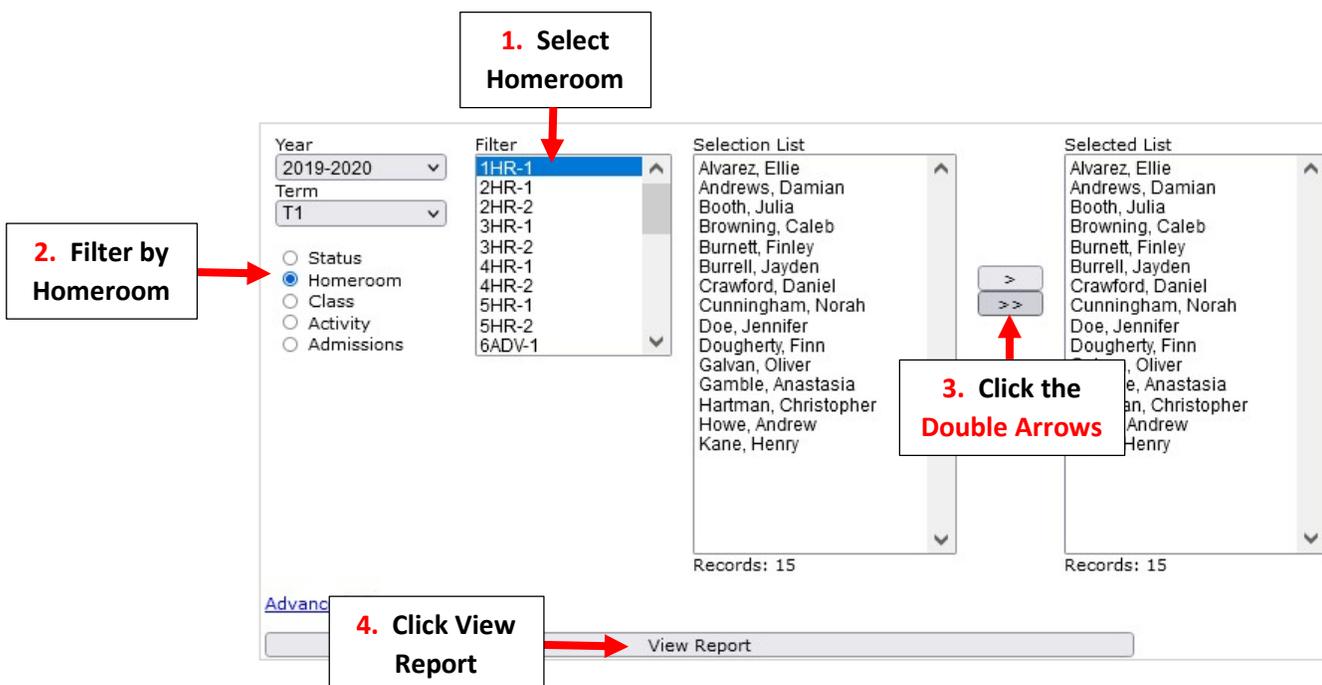
Once logged into FACTS please select **Report Manager**



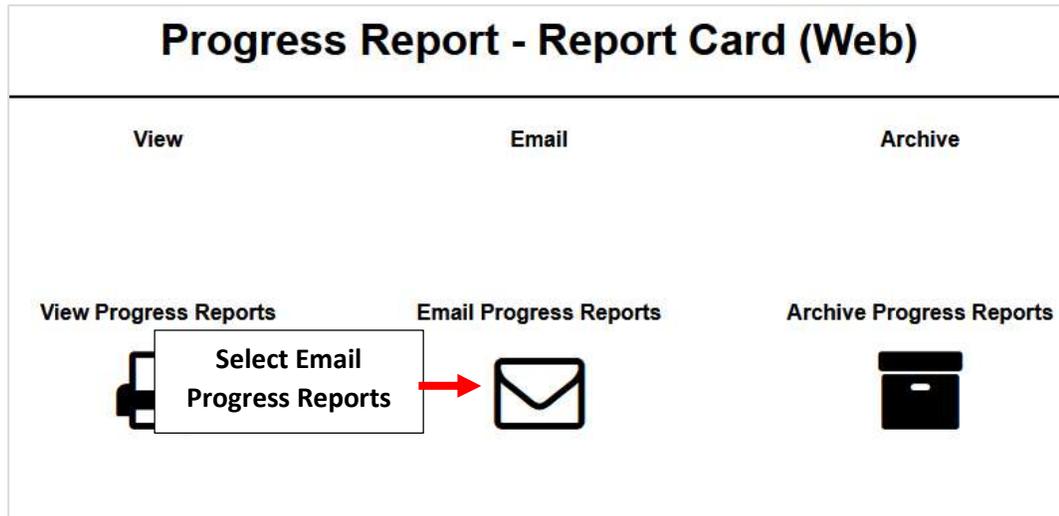
Select **Academics > Progress Report – Report Card (Web)**



Select Filter by **Homeroom** and Select Homeroom to Print. Click the **Double Arrows** to move all Students to "Selected List" and Click **View Report**



Select Email Progress Reports



Select **Report Type** and any additional fields you wish to include. Select Email Recipients: Place a Checkmark by Parents and Self ****Please Note: If you Include Yourself, You will Receive a separate Email for EACH Student****

