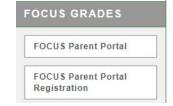
Overview and steps to view/print report cards from the parent portal

- 1. Open the Chrome internet browser.
- 2. Go to: http://www.clarkadvancedlearningcenter.org/
- 3. Scroll down to the Focus parent portal link and click to open.



4. Login with your parent or student user credentials.



<u>Student login credentials are:</u> Username= MCSD 4300 # and the password= 2-digit birth year, first initial of first name in capitalization, First initial of last name, and last 4 of social security number. For instance, a sample password would be formatted as 99Cm5689.

<u>Parent login credentials</u> are determined during the registration process. The instructions for parent registration can be found here → http://www.clarkadvancedlearningcenter.org/p/91/pinnacle

5. Locate the "download report card" link under the messages heading in the center of the screen.

