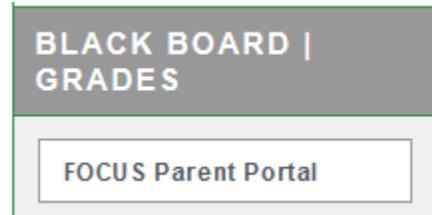
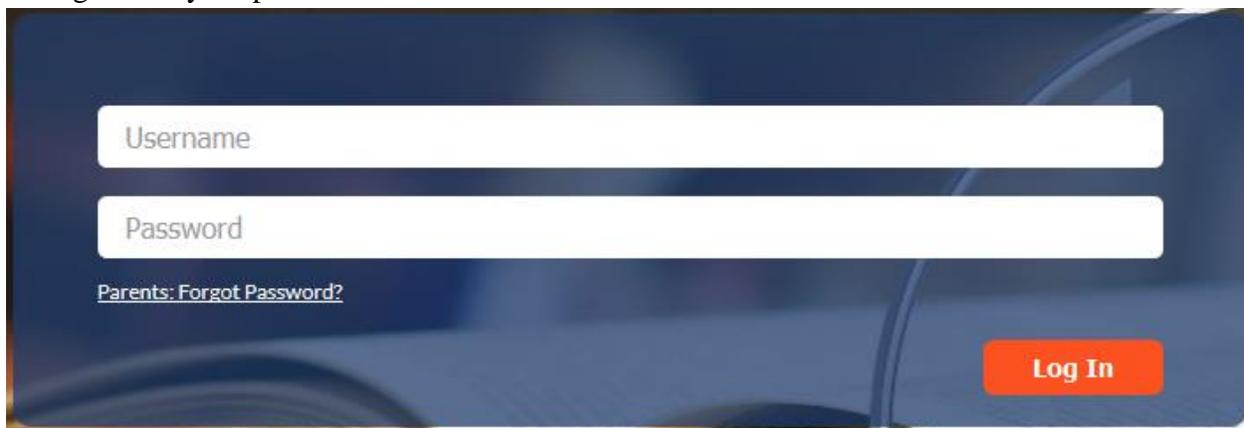


# Overview and steps to view/print report cards from the parent portal

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.



**Student login credentials are:** 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.

**Parent login credentials** 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.

