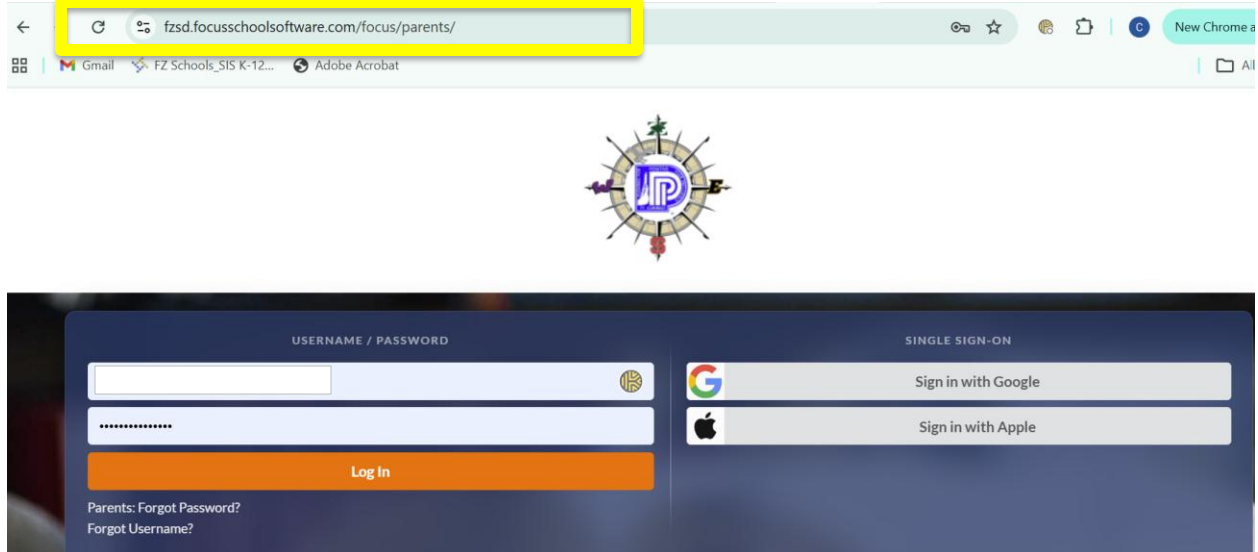


HOW TO DOWNLOAD REPORT CARD FROM FT. ZUMWALT SCHOOL DISTRICT

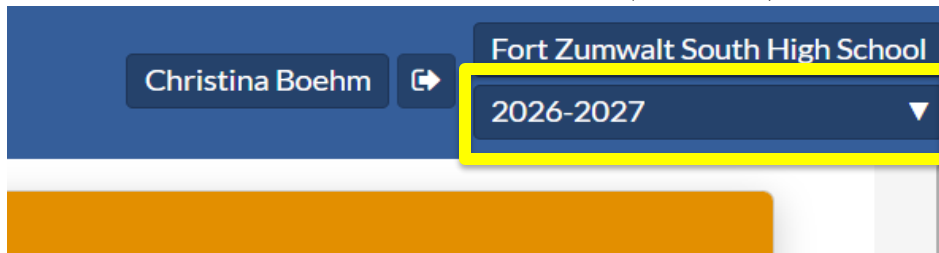
Step 1: Log In to Parent Portal on Desktop Web Version (not the mobile app)



The screenshot shows a web browser window with the address bar highlighted in yellow, displaying the URL `fzsd.focusschoolsoftware.com/focus/parents/`. Below the browser window is the Fort Zumwalt School District logo, which features a compass rose with a stylized 'FZ' in the center. The login page has a dark blue background. On the left, there is a 'USERNAME / PASSWORD' section with two input fields and a 'Log In' button. Below the input fields are links for 'Parents: Forgot Password?' and 'Forgot Username?'. On the right, there is a 'SINGLE SIGN-ON' section with buttons for 'Sign in with Google' and 'Sign in with Apple'.

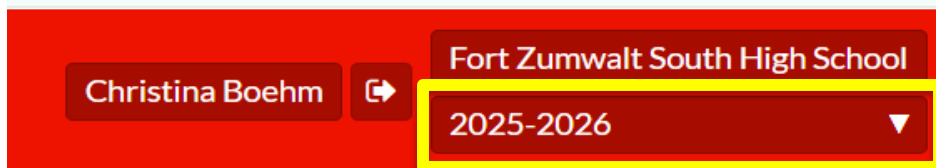
Step 2: Use drop down in upper right corner to select the correct year you need for the report card.

It will default to the current school year we are in (yellow box)



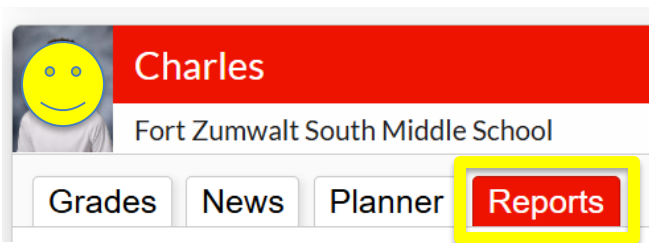
The screenshot shows the header of the Parent Portal. On the left, the user's name 'Christina Boehm' is displayed next to a right-pointing arrow icon. To the right of the user's name is a dropdown menu. The dropdown menu is open, showing the school name 'Fort Zumwalt South High School' and the selected school year '2026-2027'. The dropdown menu is highlighted with a yellow box.

After changing to the previous school year (yellow box)

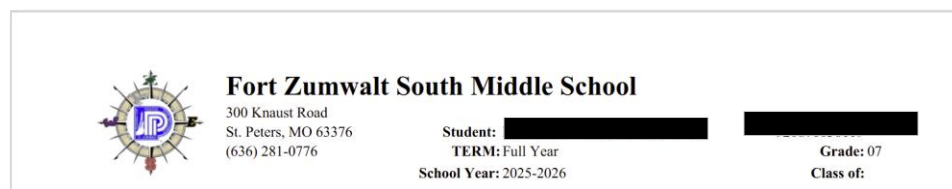
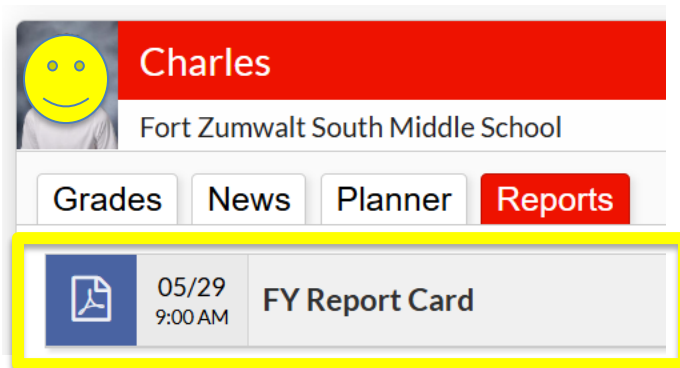


The screenshot shows the header of the Parent Portal with the school year changed. The user's name 'Christina Boehm' is still displayed next to a right-pointing arrow icon. To the right of the user's name is a dropdown menu. The dropdown menu is open, showing the school name 'Fort Zumwalt South High School' and the selected school year '2025-2026'. The dropdown menu is highlighted with a yellow box.

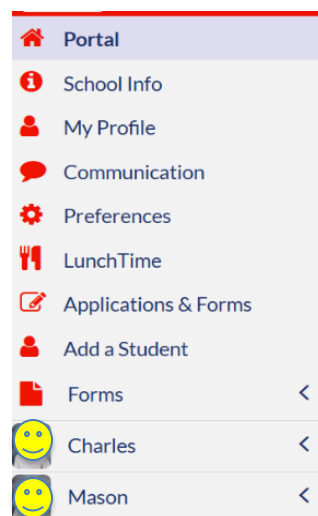
Step 3: Scroll Down the main page to find your student and click 'Reports'



Step 4: Select the 'FY Report Card' and a new tab should open with the full report card.



The report card must document the school name, student name, school year and grade. Screen shots of class grades will not be accepted (see note below).



****NOTE****

You **cannot** get to the physical report card using the drop down selections on the left hand side (as shown to the left). The 'grades' section will show you individual class grades, not a report card.