

Viewing Report Cards in Family Access

From the Holly Area Schools [district website](#), click [Family Access](#) at the top of the page.

Use your Family Access Login and Password to access the site.
If you need assistance, please contact your student's main office.

Once logged in, click **Open Family Access** located at the top of the column on the right.

In the column on the left, choose **Portfolio**. In the middle column, you will see all the report cards, progress reports and other documents that have been saved specifically for your student(s). Please see sample below.

The screenshot shows the Family Access interface. At the top, there is a navigation bar with the Skyward logo, "Family Access All Students" with a dropdown arrow, and links for "My Account", "Contact Us", "Email History", and "Exit". On the left is a vertical menu with options: Home, Student Online Verification 18-19, Calendar, Gradebook, Attendance, Student Info, Busing, Food Service, Schedule, Test Scores, Fee Management, Activities, Student Services, Academic History, **Portfolio**, Skylert, Login History, and SkyPort. The main content area is titled "Portfolio - Attachments" and contains a table with the following data:

Description	Type	Created
RC18-19-Tri1	Report Card	Thu Dec 6, 2018 9:11am
PRG18-19-Tri1	Report Card	Tue Oct 16, 2018 3:10pm
RC17-18-Tri3 (06/15/18)	Report Card	Fri Jun 15, 2018 3:42pm
RC17-18-Tri2 (03/21/18)	Report Card	Wed Mar 21, 2018 4:20pm
RC17-18-Tri1 (11/29/17)	Report Card	Wed Nov 29, 2017 9:14am
RC16-17-Tri3 (06/19/17)	Report Card	Mon Jun 19, 2017 10:44pm
RC16-17-Tri2 (03/20/17)	Report Card	Mon Mar 20, 2017 10:40am
RC16-17-Tri1 (12/01/16)	Report Card	Thu Dec 1, 2016 3:54pm
RC15-16-Tri3 (06/14/16)	Report Card	Tue Jun 14, 2016 10:57pm
PRG15-16-Tri3 (05/11/16)	Report Card	Wed May 11, 2016 8:43pm
RC15-16-Tri2 (03/17/16)	Report Card	Thu Mar 17, 2016 5:19pm
RC15-16-Tri1 (12/03/15)	Report Card	Thu Dec 3, 2015 6:35pm
RC14-15-Tri3 (06/10/15)	Report Card	Wed Jun 10, 2015 10:05pm
RC14-15-Tri2 (03/16/15)	Report Card	Mon Mar 16, 2015 10:38am

Below the table, there are three sections, each with a message: "There are no attachments for [redacted]", "Portfolio - Highlights", and "There are no highlights for [redacted]".

For each item, the description/name is a hyperlink. Click the name and it will generate a view of the document. This document can be saved electronically or printed.