



Viewing Report Cards

1. Log in to [Focus](#) with your child's username and password
2. On the home page, locate the current school window with your child's name & click the "Reports" tab

The screenshot shows the Focus portal interface. On the left is a navigation menu with items like 'Portal', 'My Information', 'Class Schedule', 'Class Requests', 'Grades', 'Absences', and 'Attendance'. The main content area is titled 'District & School Announcements' and includes sections for 'News', 'Events', 'Alerts', and 'Schoolology Link'. On the right, a school-specific window for 'Woodlawn High' is shown, with tabs for 'Grades', 'News', and 'Reports'. The 'Reports' tab is highlighted with a red box and a red arrow. Below the tabs is a table with columns for 'Pd', 'Rot', 'Course', and 'Tea'.

Pd	Rot	Course	Tea
01	A	ALGEBRA 1	
01	B	MATH ASSISTANCE	
02	B	CRITICAL READING	
02	A	ENGLISH 9	
03	B	AMERICAN GOVERNMENT	
03	A	PE FITNESS FOUNDATIONS/MASTERY	
04	B	EARTH SYSTEMS	
04	A	FUNDAMENTALS OF ART	

3. Select the quarter you would like to view

The screenshot shows the 'Reports' tab selected in the Focus portal. It displays a list of report cards for Woodlawn High. Each entry includes a document icon, a date and time, and the report card title. The 'MP3 Report Card' entry is highlighted with a red arrow.

Date/Time	Report Card Title
04/25 4:00 PM	MP3 Report Card
02/07 4:00 PM	MP2 Report Card
11/22 4:00 PM	MP1 Report Card

4. The report card will open in a new window. For help understanding the report card, see next page



Understanding Report Cards

Classes & Teacher Names

Unexcused/Excused Absences

Quarter Grades

Behavior Ratings
0=Poor & 3=Excellent

Teacher is requesting a conference

Testing Graduation Requirements

GPA Ratings

Absent & Late Days

Course	Course #	Teacher	Inst Level	UNX Abs	EXC Abs	Marking Period 1	Marking Period 2	Marking Period 3	Final Exam	Final Grade	Cr	Conduct	Work Completion	Working with Adults	Working with Students	Conf Desired
ALGEBRA 1			ST	2	0						2.00	3	3	3	3	
MATH ASSISTANCE			ST	7	0						1.00	3	3	3	3	
CRITICAL READING			ST	6	0						1.00	3	3	3	3	
ENGLISH 9			ST	5	0						0.00	3	3	3	3	
PE FITNESS			ST	5	0						1.00	3	3	3	3	
FOUNDATIONS/MASTERY																
AMERICAN GOVERNMENT			ST	10	0						1.00	3	3	3	3	
EARTH SYSTEMS			ST	2	0						0.00	3	1	3	3	Y
FUNDAMENTALS OF ART			ST	6	0						1.00	3	3	3	3	

Achievement Grades A Outstanding B Above Average C Average D Below Average E Failing (no credit awarded) I Incomplete/Insufficient Evidence S Satisfactory U Unsatisfactory P Passing	Grade Point Average (GPA) GPA is the unweighted numerical representation of a grade measuring a student's overall performance across courses taken for a specific period of time. There are two types of GPAs: Marking Period and Cumulative. Quality Point Average (QPA) QPA is the weighted numerical representation of a grade measuring a student's overall performance across courses taken for a specific period of time. The weight is determined by course level. Marking Period GPA: QPA: Cumulative GPA: QPA:	Instructional Level AP Advanced Placement COLL College Dual Credit IB Int'l Baccalaureate GT/AA Gifted and Talented/Advanced Academics H Honors ST Standard	Credits A credit is the unit of achievement awarded for the completion of a course and the successful demonstration of established standards for the course. Current Year Credits: 7.00 Cumulative Credits: 7.00	High School Assessments for Graduation Requirements ELA I Government Science Algebra I
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Student is ineligible for extracurricular activities due to academic performance.					
School		Principal		Grade	
Woodlawn High					
School Year		Marking Period	MP Ending	Homeroom Section	
2021-2022		Marking Period 3	Apr 1, 2022	030	
Total Days in School		Days Absent		Days Tardy	
Marking Period	Year to Date	Marking Period	Year to Date	Marking Period	Year to Date
47	135	8	11	0	1

For more information on BCPS' Student Records visit www.bcps.org to review Policy 5230.