

Printing Student Report Card (Grade Card) in Parent Access

Michigan City Area Schools is transitioning to paperless report cards. In order to view/print your student's report card, please follow the instructions below.

Go to: <http://parentaccess.mcas.k12.in.us>

Type in your **username and password**. (If you do not have your username and password, please contact your student's school building secretary for an activation code. Enter it in the appropriate box and proceed with creating a username and password.)

RDS Parent/Student Access

Username

Password

*Case-sensitive

[Forgot your password?](#)

If you do not have a user name and password, you can use your activation code to create a new account here. If you have more than one activation code, you may enter them after you create your account.

Be sure to type your Activation Code EXACTLY as it appears.

Activation Code

If you need an activation code, please contact your school secretary.

After you've signed in, **confirm that contact information is correct** for each student in the family. If needed, please update emails and phone numbers. Once this information is confirmed, choose the student you wish to see on the left column.

The screenshot shows the RDS Parent/Student Access dashboard. At the top, there is a navigation bar with links for 'home', 'add a student', 'account settings', 'help', and 'logout'. Below this is the 'RDS Parent/Student Access' header. The main content area is titled 'Welcome to RDS Parent Access' and includes a message: 'You are logged in as Test Parent. Your last failed login attempt was: 9/26/2019 10:43:09 AM'. Below this, there is a warning message: 'Welcome to the Michigan City Area Schools. Important student information fields and any missing or incomplete forms will appear in a box below. Click the buttons shown to edit remember to click the "Save" button at the end of the page. Your attention to these details will help MCAS keep your student safe and keep you informed. Thank you!'

On the left side, there are two student profiles:

- APPEL, RICK**: Grade 06, Test Elementary School. Fees Due: \$159.72. View: Parent.
- CASE, UPPER**: Grade 11, Test High School. View: Parent.

The main area displays information for two students:

- APPEL, RICK**: Information to Review (Parent/Guardian 1 Email: xxxxx@xxxxx.com, Parent/Guardian 2 Email), Required Forms (MC EMAP v14.0, MCAS Residency v18).
- CASE, UPPER**: Information to Review (Parent/Guardian 1 Email, Parent/Guardian 2 Email), Required Forms (MC EMAP v14.0, Military Children in Education).

On the right side, there are partial views of other student profiles: 'Coffee, Break', 'Information to f', 'Parent/Guardia', 'Parent/Guardia', 'Required Form', and 'Military Childre'.

You will find an option to "View Grade Card" under the **Schedule** tab. Click "**View Grade Card**" to open a pdf file with your student's report card information. You may print, download and save, send as an attachment, or simply view the card.

This screenshot shows the RDS Parent/Student Access dashboard with callouts highlighting specific features:

- A callout box on the left highlights the 'schedule' tab in the navigation bar, which is circled in black.
- A callout box on the right highlights the 'View Grade Card' button in the 'fees' section, which is circled in black.
- A callout box at the bottom left highlights the 'schedule' tab in the main content area, which is circled in black.

The main content area shows the 'Schedule' tab selected, displaying '0690014 APPEL, RICK'. Below this, there are sections for 'AM Bus: #' and 'AM Bus 2:'. The 'View Grade Card' button is a green button with a document icon.

Note: You can view a student's entire Transcript (report card grades for multiple years of school) by choosing the "**Transcript**" Tab.