

Acknowledging the Elementary Report Card (Web)

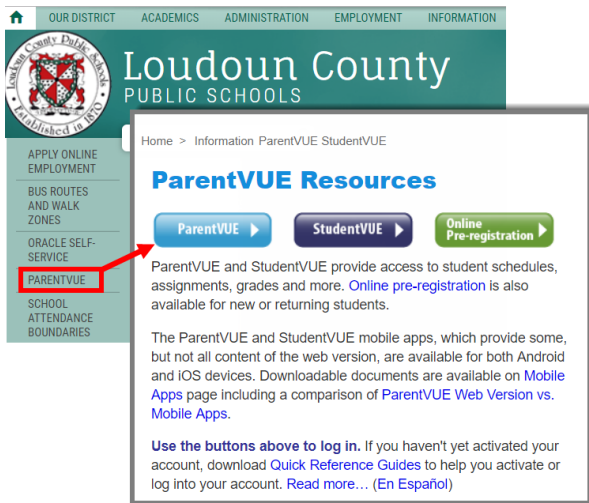
The receipt of the Elementary Report Card is acknowledged through ParentVUE. The first time you log into ParentVUE once the Elementary Report Card is posted, you will need to download and acknowledge that you have received the document.

➔ **You must have an active ParentVUE account to complete this process. If you are unable to log in or need to create a ParentVUE account, contact your child's school.**

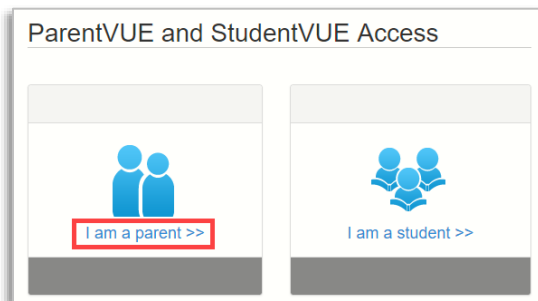
NAVIGATE TO PARENTVUE & LOG IN

These instructions are for the *web version* of ParentVUE. See the next page for acknowledging documents using the ParentVUE app.

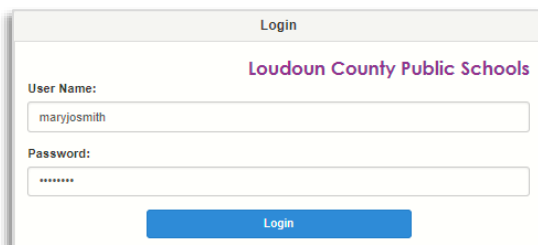
1. From the [LCPS home page](#), click **ParentVUE**.
2. Then click on the blue **ParentVUE** button.



Option: navigate directly to <https://portal.lcps.org> in any web browser and then click on **I am a parent>>**.

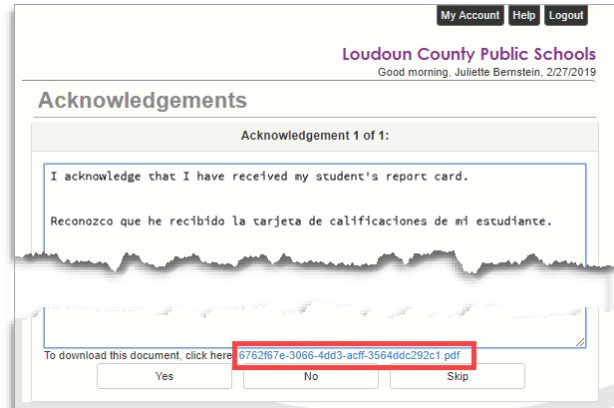


3. Enter your user name and password and click on **Login**.



DOWNLOAD AND ACKNOWLEDGE

Download the Report Card by clicking on the link.



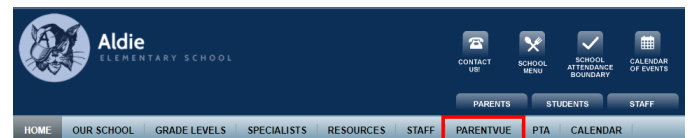
Once the Report Card downloads, click on the **Yes** button.



PARENTVUE HELP

The [District ParentVUE](#) site has resources to help you activate your ParentVUE account. [Frequently Asked Questions](#) and downloadable [Quick Reference Guides](#) are available to guide you through the process and help navigate the system.

Each school has dedicated staff to help parents with their accounts. Go to your school's website and click on the PARENTVUE Channel link to find names and phone numbers of staff who can help you.



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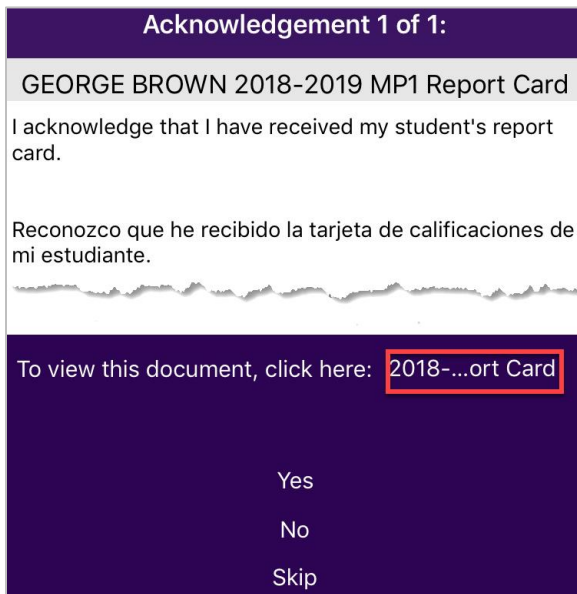
OPEN THE PARENTVUE APP AND LOG IN

These instructions are for the *ParentVUE app*. See the previous page for acknowledging documents using the web version of ParentVUE.

- If you have not yet configured the ParentVUE app on your mobile device, please download [Using the ParentVUE Mobile App](#) for instructions.

DOWNLOAD AND ACKNOWLEDGE

- Download the Marking Period Report Card by tapping on the link to the Report Card.

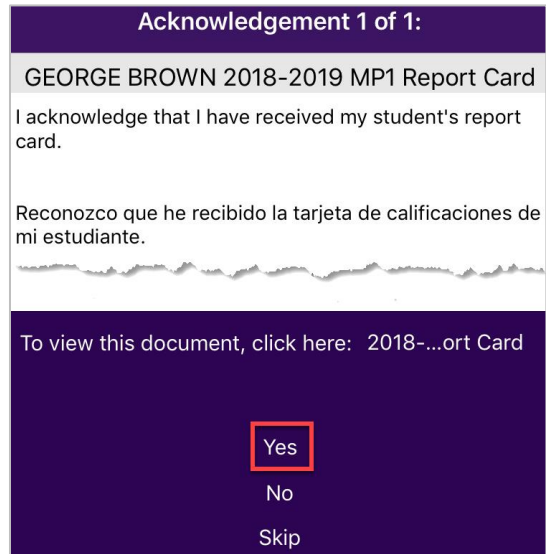


- Tap < Back to return to the acknowledgment page after reviewing the document.



OPEN THE PARENTVUE APP AND LOG IN

- Tap **Yes** to proceed to ParentVUE.



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