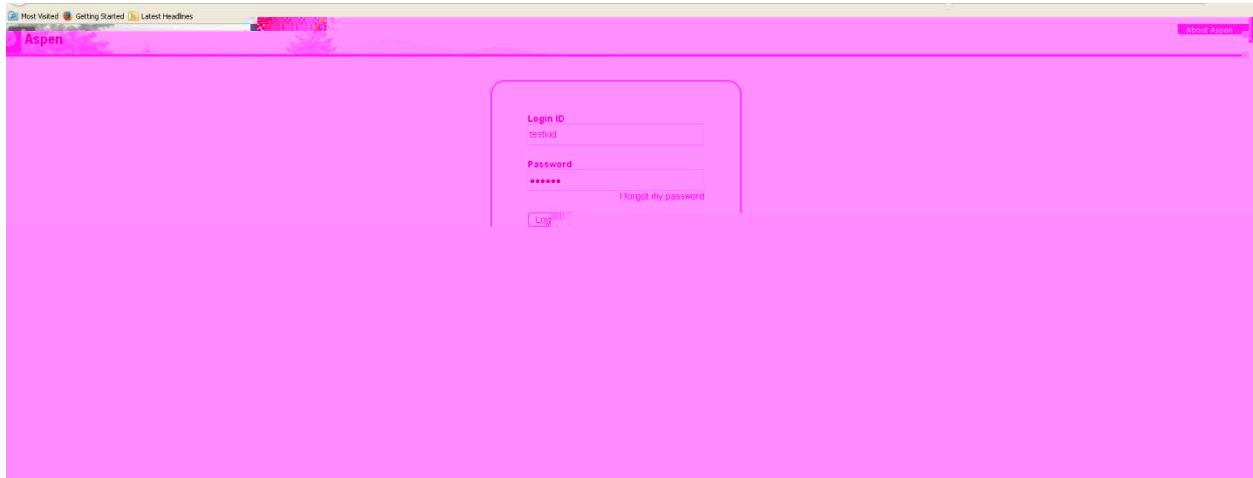



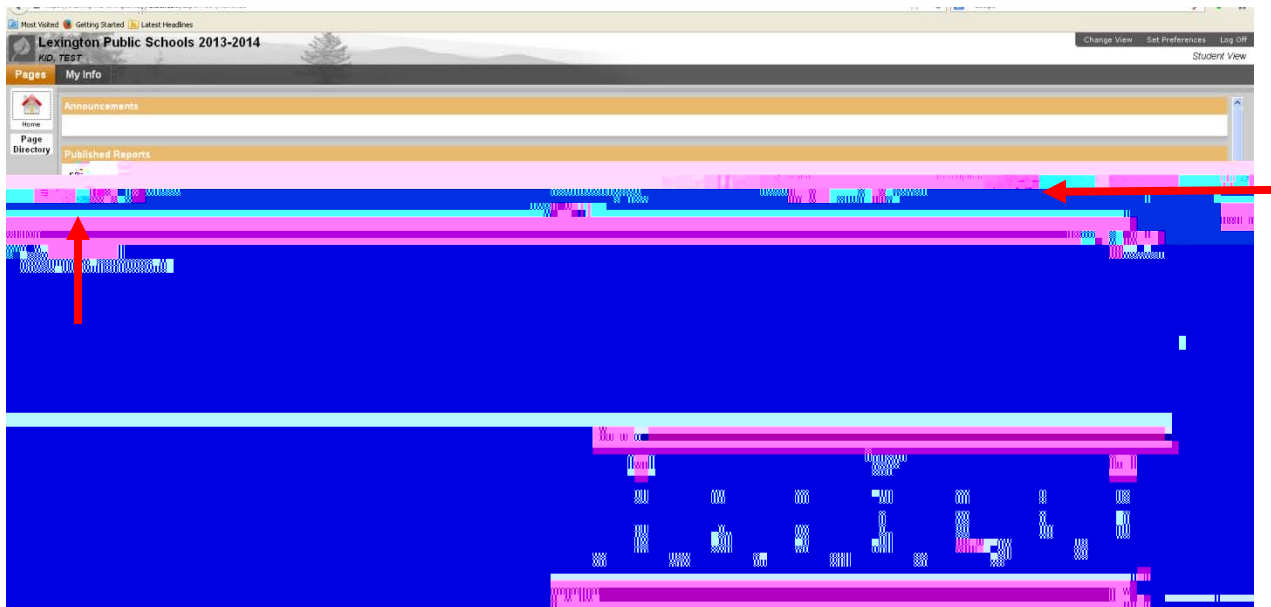
The Middle School and High School Interim Reports are published in the student portal based on specific dates determined by the administration. All Lexington High School students will receive an email message in their First Class email account that the report (Report Card or Progress Report) is available in the student portal. Because Middle School students do not yet have email accounts associated with their Aspen accounts, they will not be notified by email, but their parents will. There will also be an announcement in the Student Portal banner informing them that the published reports are available in the student portals for viewing.

To view the reports:

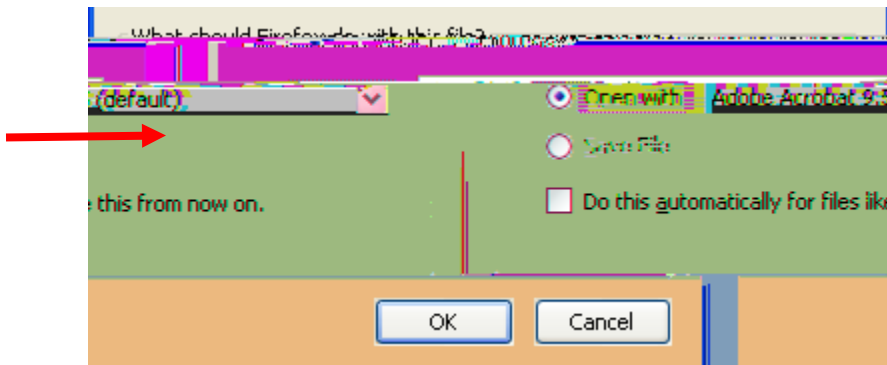
First, log on to your student portal account with your assigned login ID and password



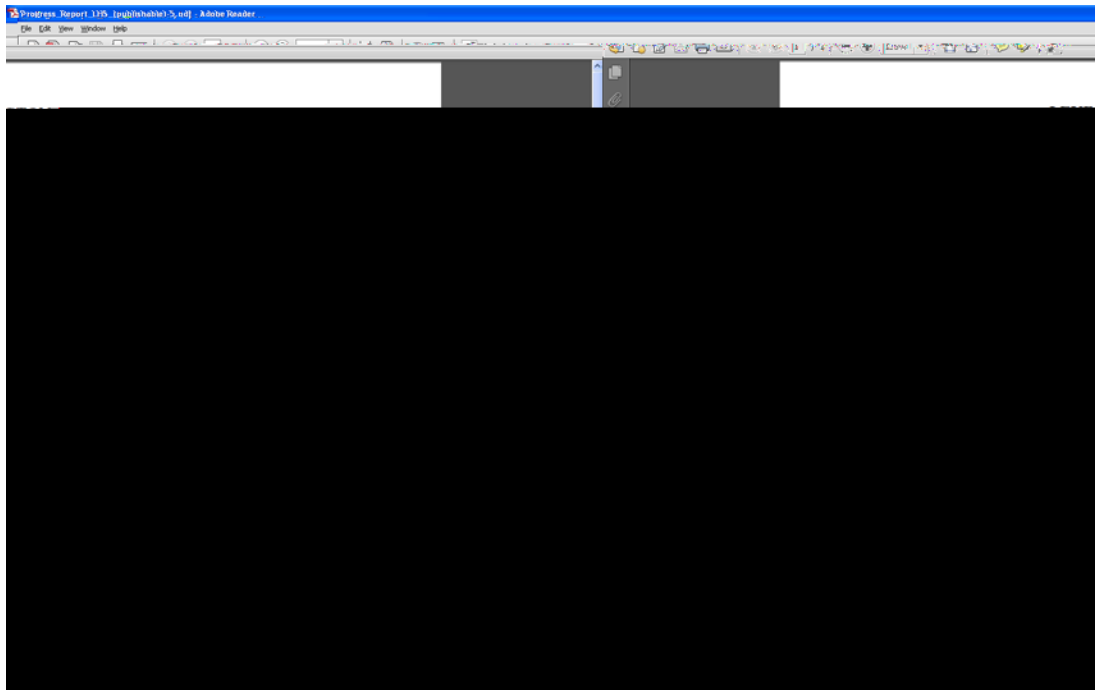
Your screen will open up to the Pages tab. Here you will see a section called 'Published Reports', which will display a PDF icon . In this example, the report is a Progress Report. Over on the far right, you will see your name.



When you click on the PDF icon, you will get an option to open the file, or save the file.



If you choose 'Open with' Adobe Acrobat, as in this example, the PDF of the Report will open on your screen. You can opt to save the file on your desktop or on the hard drive of your computer and then open it from there if you prefer.



Once you have opened your report, we recommend that you print or save this document to your computer for future reference.