

How to access report cards

1. Go to the Pembroke SchoolTool page

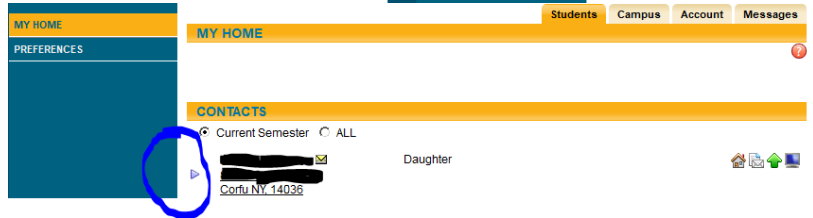
<https://st.edutech.org/pembroke/>

and log

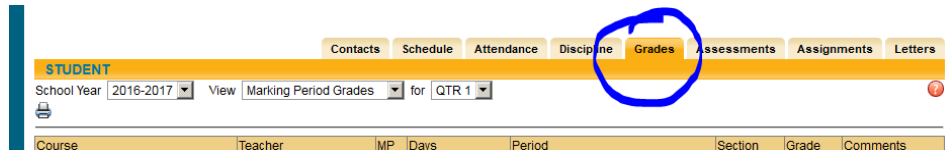
in. Your username is the email address the school has on file for you. If you can't log in please contact Christie Maisano cmaisano@pembrokecsd.org or 599-4525 x1999.



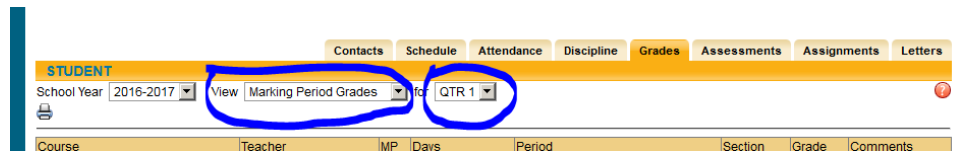
2. Click the little **BLUE ARROW** next to your child's name to view their information. Students should skip this step.



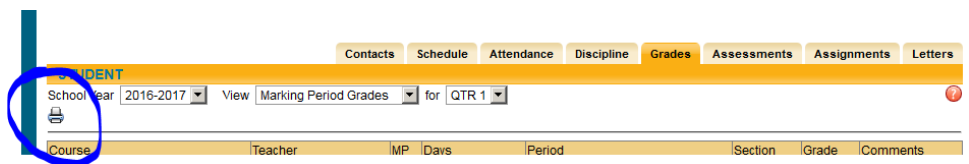
3. Select the **GRADES TAB** which will show you the current grades.



4. Under **VIEW** select **Marking Period Grades** and be sure **QTR 1** is selected.



5. Click the **Printer Icon**. The actual report card that you are used to will pop up in a new window.



6. Depending on how the browser is set up on your computer you may have to allow popups.



7. In the new window you have the option to **Print** the report card (blue circle) or **Export** it (red circle) to save it on your computer.

