

# 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.

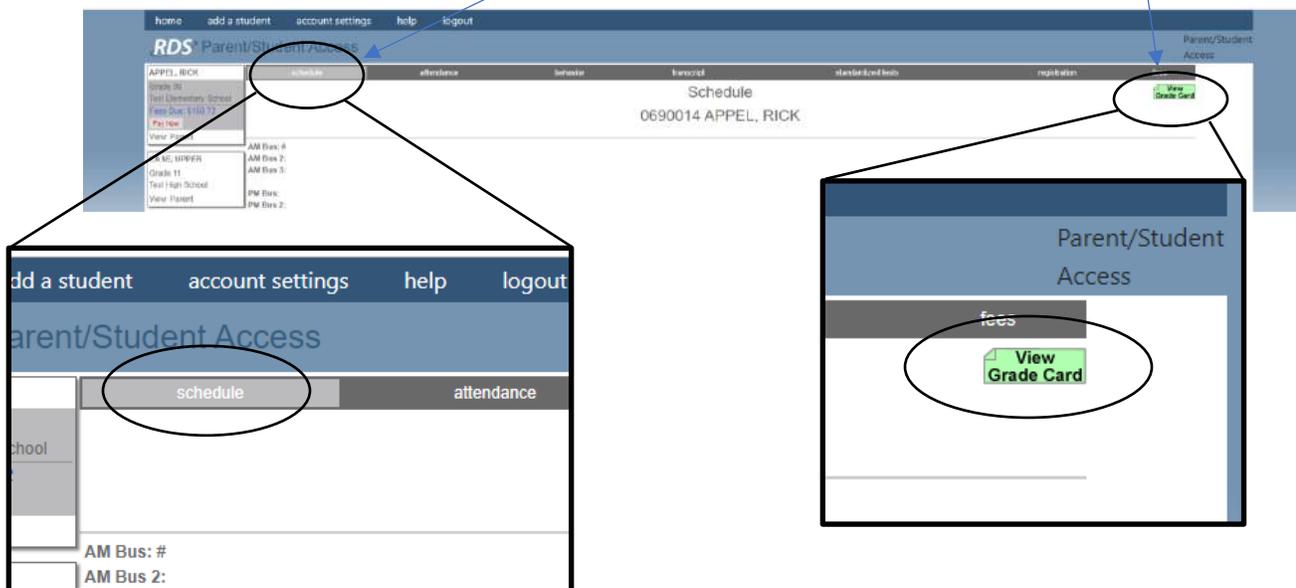
Activation Code

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.



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.



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