Missing or Blank Report Cards

Q. Why is a student's report card missing or blank when I run report cards?

A. At least one parent for the student has to have their **Guardian Permission** for **Receives Mail** set to **Yes**. If <u>no</u> parent/legal guardian for the student is set to Received Mail = Yes, no report card or transcript is generated for the student.

Best Practice: Both parents for a student, with <u>no</u> restrictions on receiving email or report cards, should have the *Does this guardian receive student's mail?* Guardian permission set to Yes, even if they both live at the same address. This will ensure that they both receive email

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Biographical -> FAQ -> Missing or Blank Report Cards

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