# **Tips for Printing School and District Report Cards**

Every year, the Massachusetts Department of Elementary and Secondary Education releases a report card for each school and district in the state. Massachusetts sees families and the community as important partners in a school’s success and spent time listening to parents to make sure the report cards were designed as easy-to-use tools that provide meaningful information. The report cards are designed to be viewed online but can be printed by following the instructions below.

**Helpful Hints:**

* **Use a recommended web browser.** The most recent versions of Google Chrome, Internet Explorer, Safari, and Microsoft Edge work best. We do not recommend using Firefox.
* **Use direct links when sharing electronically.** When sending report cards by email or other digital means and when posting to school and district websites, do not send a PDF. Instead, send a direct link to the report card (e.g., https://reportcards.doe.mass.edu/2023/Your-8-Digit-Org-Code). Having access to the direct link allows users to translate, interact with, and search for reports.
* **Report cards print data for “All Students” only.** Student group-level report cards cannot be printed at this time.

**To Print a Report Card in English:**

1. **Search** for a report card at [reportcards.doe.mass.edu](http://reportcards.doe.mass.edu/).
2. Click the **Quick Print** button at the top of the report card.
3. **Adjust your print settings** (optional). Through your computer’s print driver, you can change the orientation (portrait or landscape) and add or remove headers and footers.
4. **Select your print destination.** Send the report to a printer or print to PDF.
5. **Print.**

**To Print a Translated Report Card:**

*Note: Translations are made available by the third-party Google Translate application. The availability of languages and the accuracy of translations are not determined by DESE.*

1. **Search** for the report card you wish to translate. Copy the URL.
2. **Go to** <https://translate.google.com>, then click on Websites.
3. **Paste** the URL for the report into the box shown, and select the desired language at the top. Click enter.
4. Click the **Quick Print** button at the top of the report card.
5. **Adjust your print settings** (optional). Through your computer’s print driver, you can change the orientation (portrait or landscape) and add or remove headers and footers.
6. **Select your print destination.** Send the report to a printer or print to PDF.
7. **Print.**