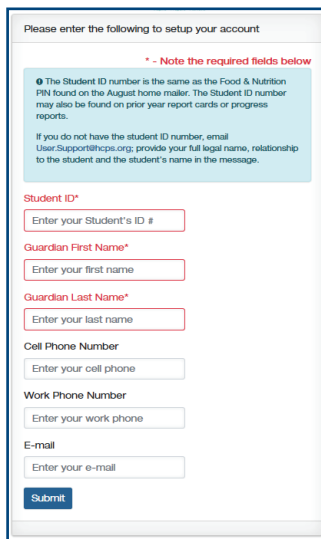


# HOME ACCESS CENTER

Home Access Center (HAC) is an online portal that allows parents/guardians to log in and view information pertaining to their child(s) attendance, classes, grades, and registration information. Access is provided to all parents, guardians, legal custodians, and students. Parents/Guardians will need a HAC account in order to access their child's report card.

To create a new account, visit [www.hcps.org/hac](http://www.hcps.org/hac).



Please enter the following to setup your account

**\* - Note the required fields below**

• The Student ID number is the same as the Food & Nutrition PIN found on the August home mailer. The Student ID number may also be found on prior year report cards or progress reports.

If you do not have the student ID number, email [User.Support@hcps.org](mailto:User.Support@hcps.org); provide your full legal name, relationship to the student and the student's name in the message.

**Student ID\***  
Enter your Student's ID #

**Guardian First Name\***  
Enter your first name

**Guardian Last Name\***  
Enter your last name

**Cell Phone Number**  
Enter your cell phone

**Work Phone Number**  
Enter your work phone

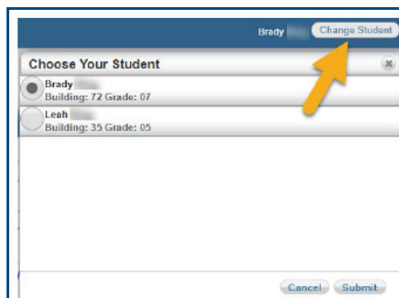
**E-mail**  
Enter your e-mail

**Submit**

**Please Note:** The Student ID number is the same as the Food & Nutrition PIN number. The Student ID number may also be found on prior year report cards or progress reports.

If you do not have the Student ID number, email [User.Support@hcps.org](mailto:User.Support@hcps.org); provide your full legal name, relationship to the student and the student's name in the message.

If you already have an account, you may select *Change Student* to alternate between each student. If you do not see your additional child(ren), please email [HomeAccessCenter@hcps.org](mailto:HomeAccessCenter@hcps.org) and provide your child's name, student ID, school, and grade level.



Brady Change Student

**Choose Your Student**

- Brady Building: 72 Grade: 07
- Leah Building: 35 Grade: 05

Cancel Submit

# ACCESSING STUDENT REPORT CARDS

The Report Card page displays your child's most recent report card, if available. The report includes the student's courses and descriptions, class periods, teachers, rooms, credits attempted and earned, rank information, attendance, grades, and comment codes. A grading scale is provided to explain certain marks, while the legend at the bottom of the page provides a key to the comments your child has received.

Report Cards will be available for the Third Quarter on **April 24, 2020** for students in Kindergarten-Grade 12.

## To display the Report Card page

- Step One: Click *Grades* on the HAC menu.
- Step Two: Click the *Report Card* tab.

## To view Report Card details

- To view additional details on a course, click on its description link to display the *Home Access Course* window.
- If a mark displays as a link, click on the link to display the *Classwork* window. The window lists assignment dates, scores, points for classwork, and classwork average information.

*Please note:* You must click *Print* to view the report card with comments and attendance details.

## To view previous Report Cards

- To display a Report Card from an earlier period, select the period in the *View the Report Card for Reporting Period* field. This field displays only if another report card is available.

**Use Report Card Tab**

Home Access Center  
My Public Schools

User Name \_\_\_\_\_ Student Name \_\_\_\_\_ Change Student

Home Attendance Classes **Grades** Registration

Report Card

Report Card For Reporting Period 2

Course Description Periods Teacher Room AP Grade Exp. Grade

Course	Description	Periods	Teacher	Room	AP Grade	Exp. Grade	QTR1	QTR2	QTR3	QTR4
LA0402 - 3	ENGLISH II	1	Teachers	143	0.0000	0.0000	EX			
LA0402 - 3	ENGLISH II	2		143	0.0000	0.0000	B	R31	R37	
LA0402 - 3	ENGLISH II	3		143	0.0000	0.0000	B	W87		
LA0402 - 3	ENGLISH II	4		143	0.0000	0.0000	A			
BI0402 - 3	SCIENCE II	5		143	0.0000	0.0000	B			
BI0402 - 3	SCIENCE II	6		143	0.0000	0.0000	B			
MA0402 - 3	MATH II	7		143	0.0000	0.0000	B			
AR0402 - 3	ART II	8		008	0.0000	0.0000			W32	
MU0402 - 3	MUSIC II	9		143	0.0000	0.0000	EX			
PE0402 - 3	PE II	10		004	0.0000	0.0000	EX			
ME0402 - 3	MEDICAL II	11		201	0.0000	0.0000	CE			
MU0412 - 1	MUSIC II	13		018	0.0000	0.0000	EX			

Total Earned Credits: 0.0000

Comment Legend

Comment	Description
T00	Demonstrates understanding of classroom protocols and operations
R31	Demonstrates comprehension of text
R37	Reads with sufficient accuracy and fluency to support comprehension
W87	Writes regularly in teacher writing journal

Grading Scale

Mark	Description	Mark	Description
CE	Consistently Evident	EX	Excellent
EV	Evident	NE	Not Evident
DV	Developing	EV	Evident
NE	Not Evident	NE	Not Evident
NA	Not Assessed	NA	Not Assessed

\* students do not receive grades for MP 1

## Competency and Grading Scales

The following competency and grading scales are used on Report Cards.

COMPETENCY SCALE	
CE	Consistently Evident
EV	Evident
DV	Developing
NE	Not Evident
NA	Not Assessed
* students do not receive grades for MP 1	

GRADING SCALE		
A	Excellent	90-100
B	Good	80-89
C	Satisfactory	70-79
D	Unsatisfactory	60-69
E	Failure	Below 60
CE	Consistently Evident	
EV	Evident	
DV	Developing	
NE	Not Evident	
NA	Not Assessed	
* students do not receive grades for MP 1		