



Malberg Administration Building
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January 2019

Dear Parent/Guardian:

New this year, Student Report Cards are available electronically in the Genesis Parent Portal for all Middle School and High School students.

To access the Report Card via Genesis Parent Portal:

- 1) Click [here](#) OR go to www.chclc.org and click on the "Genesis Parent Portal" icon located on the right hand side of the screen under Twitter feed.
- 2) Log on to the Genesis Parent Portal with your username (your email address) and password and click on the 'Grading' tab.
- 3) At the top of the page, the most recent report card or interim report can be accessed by clicking the link "*Please click here to view the <Report Card/Interim> form for <Student name> in <school name>.*"

In case of technical questions regarding how to access, please contact your school's Main Office.

Report Card Dates

MS report cards dates: January 25, 2019/ April 5, 2019/ June 21, 2019

HS report card dates: February 1, 2019/ April 12, 2019/ June 30, 2019

Dr. Farrah Mahan
Director of Curriculum

REPORT CARD MAILED HOME

If you do not have online access and will need your child's report card mailed home, please:

- Option 1- Complete the information below and return to your school's Guidance Department.
- Option 2- Email your child's guidance counselor.

Student Name: _____ Student ID: _____

Address: _____