

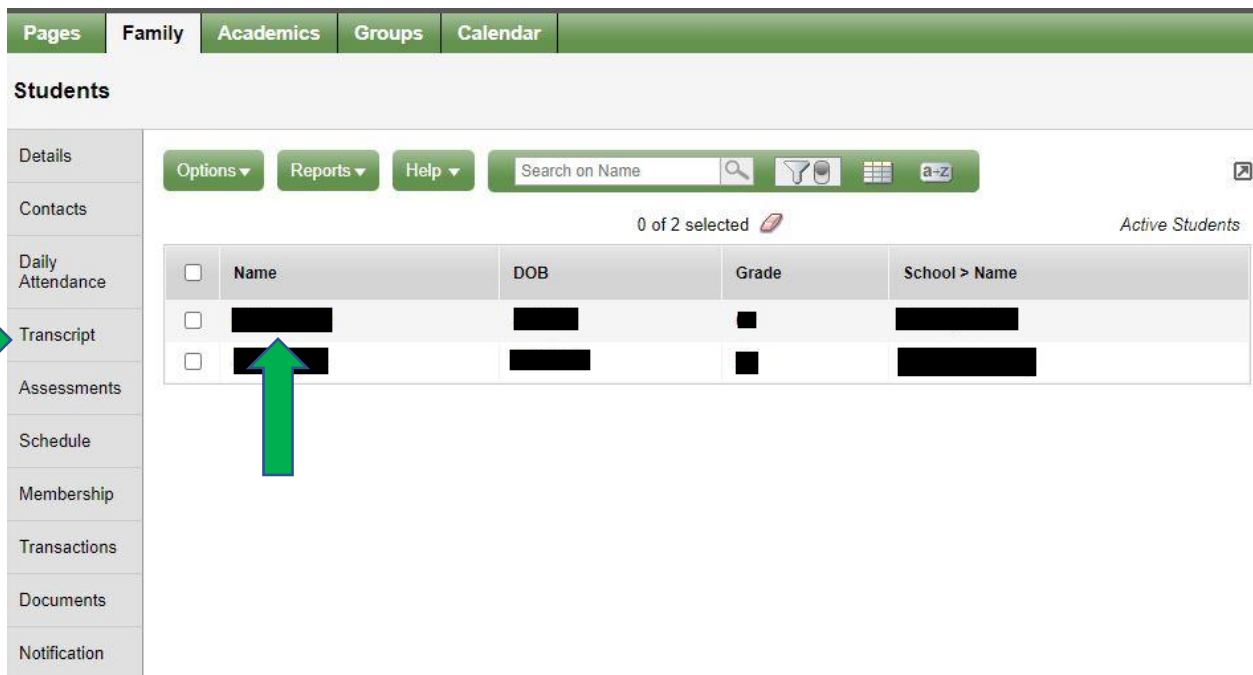
## Accessing Transcripts on MyEducation

Please note posted report cards expire in July at the end of each school year but students and parents can access previous years marks through the student transcript tab.

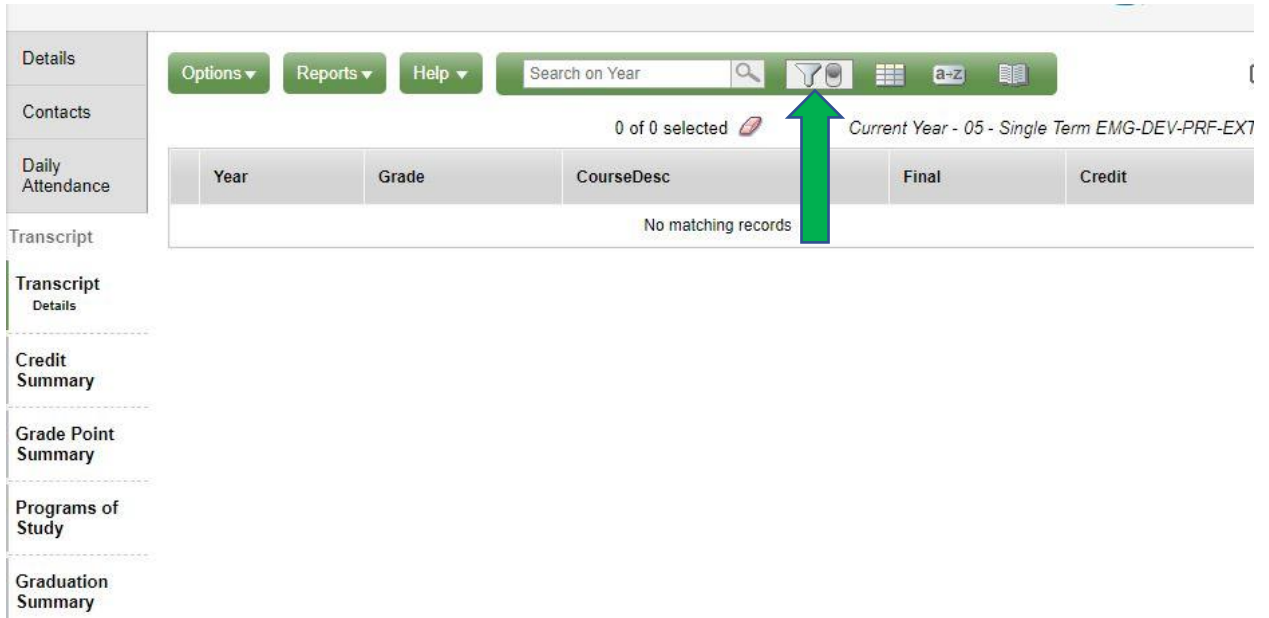
1. Login to Myeducation and select the **Family tab** feature on your toolbar.



1. Click on your **Student's Name** and from there click on the **Transcript** tab on the left-hand side.



- Above the posted schedule, select the filter feature by clicking the **Funnel icon** and in the dropdown box, select **All Records**.



The screenshot shows a software interface with a sidebar on the left containing menu items: Details, Contacts, Daily Attendance, Transcript, Transcript Details, Credit Summary, Grade Point Summary, Programs of Study, and Graduation Summary. The main area features a toolbar with buttons for Options, Reports, and Help, a search box labeled 'Search on Year', and a funnel icon. Below the toolbar, the text '0 of 0 selected' and 'Current Year - 05 - Single Term EMG-DEV-PRF-EXT' is visible. A table with columns Year, Grade, CourseDesc, Final, and Credit is shown, with the message 'No matching records' displayed below it. A green arrow points to the funnel icon in the toolbar.

- Posted Final Marks with Course Description will now show. Marks from current courses won't show up until final mark has been entered.