

## How to Access Report Cards in Option C

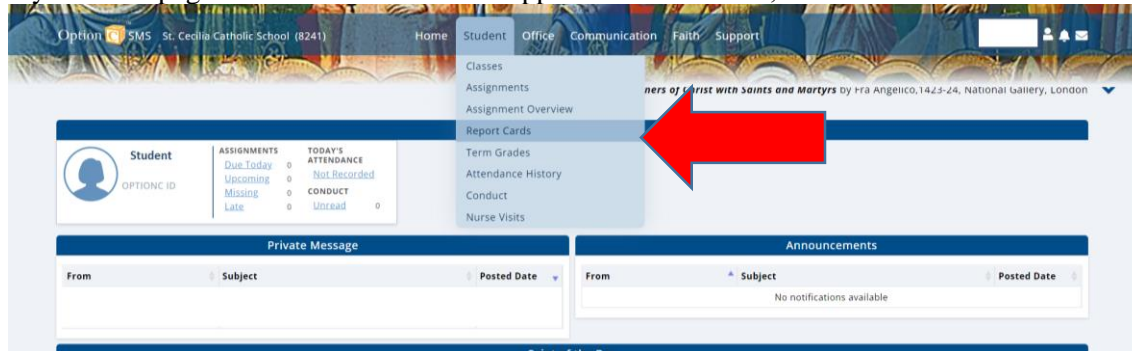
*Before starting, make sure you know your login information (use your email as your username) – if you have forgotten your password or misplaced it, please call the school office at 513-533-6060.*

Go to [optionc.com/email-signin](http://optionc.com/email-signin) and click “**Login**”

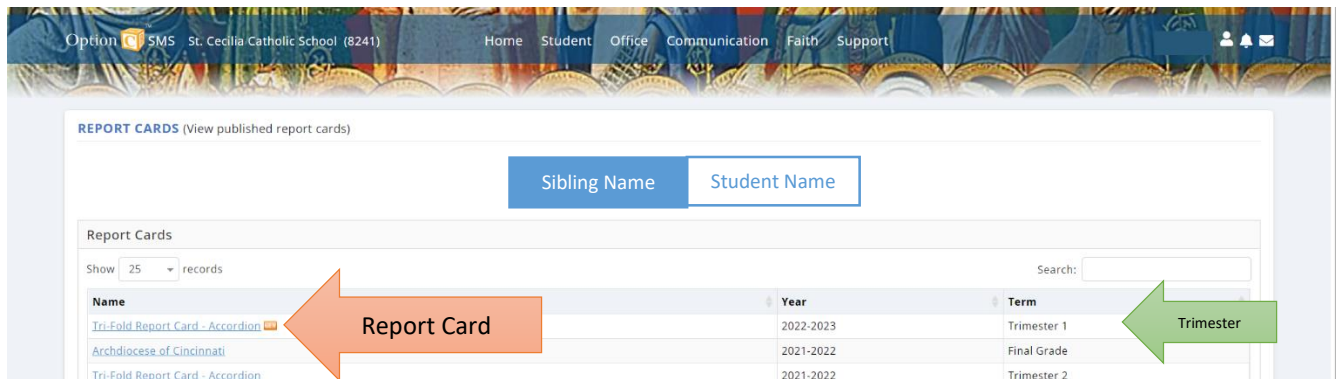
Sign in with using your email as your username and enter your password.

Click “I am an authorized user” and then “Sign In”

Below is what your homepage should look like. In the upper left-hand corner, click “**Student**” and then “**Report Cards**”



On the right side of the Report Card page, you will see the term (**green arrow**) and then look on the left for the report (**orange arrow**). To see the Trimester 1 Report Card, click on the Report Card in the **Trimester 1** Term for 2023-2024 School Year



Note: If you have more than one child in the school, you can toggle between the two by using the blue button above the report card window (the one that says the Sibling’s name)

Once you have clicked into the Report Card, you should see the grades that your child has earned for the trimester. Because we are not sending any paper copies home, you will sign the progress report by clicking the button that says “**Confirm Report Card**” in the blue bar. This is your “signature” that you have seen the report.

