



Click the “PRINT” icon near the word “export”

The screenshot shows the Leon County Schools Grades portal. The left sidebar contains navigation options: Portal, My Information, Communication, Preferences, Calendar, Class Schedule, Class Requests, Grades (highlighted), Grad Rpts, Test History, Attendance, and Forms Summary. The main content area displays a student's grade history table with columns for Year, Semester, Course, Course Number, Percent, Grade, Grade Scale, Cred. Attempted, and Cred. Earned. A red arrow points to the print icon in the top right of the table area.

Year	Semester	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned
2025-2026	Semester 1	HOPE 30260100	30260100		A	Standard	0.50	0.50
2025-2026	Semester 1	M/J LANG ARTS 3 ADV 1001080T	1001080T		A	Standard	0.50	0.50
2025-2026	Semester 1	M/J US HIS ADV & C/P 2100021T	2100021T		A	Standard	0.50	0.50
2025-2026	Semester 1	M/J BAND 1 13020000	13020000		A	Standard	0.50	0.50
2025-2026	Semester 1	M/J CHORUS 1 13030000	13030000		A	Standard	0.50	0.50
2025-2026	Semester 2	AMER SIGN LANG 3 HON 07173120	07173120		A	Weighted	0.50	0.50
2024-2025	Full Year	M/J CIVICS ADV 2106020T	2106020T		A	Standard	1.00	1.00
2024-2025	Full Year	ALC 1 HON 12003200	12003200		A	Weighted	1.00	1.00
2024-2025	Semester 1	AMER SIGN LANG 1 07173000	07173000		A	Standard	0.50	0.50
2024-2025	Semester 1	M/J 3-D STUDIO ART 1 01010400	01010400		A	Standard	0.50	0.50
2024-2025	Semester 1	M/J BAND 4 13020300	13020300		A	Standard	0.50	0.50
2024-2025	Semester 1	M/J LANG ARTS 2 ADV 1001050T	1001050T		A	Standard	0.50	0.50
2024-2025	Semester 1	ERTH/SPA SO HON 20013200	20013200		A	Weighted	0.50	0.50

Once printed, **highlight** the Fine Art class you've received an A in for **three years**. Make sure you show three years of progression in the same course, and that one of them is an honors credit (or AP Music/AP Art).

Pair this with your other form (the one with your teacher's signature)