

Instructions & Requirements for Quarterly Reports

- Log in at: <https://fms28.amktech.com/fmi/webd>
 - Bookmark this page and save the password on your browser.
 - If you ever can't remember where to log in, there is a link on the Independent School page of our website: hche.org
 - If you forget your password or family ID, email us at academymanager@hche.org and we can reset your password.
- Click on the blue button next to your student's name.
- You will find the Quarterly Report buttons on the right side of the screen. Click on the first button "Quarterly Report: General Information."
 - Remember, all words in blue have instructions when you click on them.
 - Record days of attendance for this quarter.
 - You will need 172 days during this school year (average of 45 days per quarter).
 - Record all changes in your curriculum since completing your curriculum plan.
 - Check the box at the bottom of the page for all new courses added.
 - Note any completed semester courses.
- To access the next page, click on the center blue button at the top of the page: "Quarterly Report: Class Information."
 - Click on the blue button next to each class.
 - Record work completed for this quarter – *it is very important that you be detailed in reporting what was covered. List topics, chapters, units, hours (if applicable), etc.* This information comprises your student's academic record.
 - Please do not input information such as "quarter complete," "40% completed," "required work completed," etc.
 - Record the grades. Grades are only required in the 2nd and 4th Quarters.
 - Work completed is required *every* quarter.
 - If your student is taking courses from another entity (i.e., PPSC, CCU, Calvert Academy, etc.), you are required to upload an unofficial transcript from that entity.
- When you are finished with the report, check the box, "Q_ Reporting Complete" along the top of the page. This shows us that you have completed the report.
- You will not receive a confirmation email. Print or save the Quarterly Report for your records. There is a "Print Quarterly Report" button at the top of the page.
 - You are entering your information directly into our database. Only on rare occasions, has someone had a problem with their browser or internet connection and their information was not saved.
- Quarterly reports must be input before the deadline to avoid a late fee. The deadlines are:
 - Oct. 10, Jan. 15, Apr. 10, and Jul. 5
- If quarterly reports are not input by the deadline, a \$10 late fee will be assessed in quarters 1-3, a \$25 late fee will be assessed in quarter 4.
- If quarterly reports are not completed for *two* consecutive quarters, your family account will be deactivated. There is a \$25 reactivation fee.
- Looking ahead, the director will unlock the next Quarter Report two weeks before the end of the quarter. We will still email courtesy reminders!