Moline-Coal Valley Guide to Document Viewing in



- Step 1: Find SC View access on the District website, under the Staff Tab, then Student Records
- Step 2: Login using Google, making sure the bar above the green Login button says MCVSD.



Step 3: In the top left corner of the window, select "Board of Education" for Department, and usually "Student Records" for Document Type. (If looking for SpEd/504 records, select accordingly)

Department	Board of Education	*		<u> </u>
Document Type	Student Records	*		
Last Name				
First Name				
Date of Birth		*		
Class Of		*		
Type				
Design of		-	-	

- Step 4: Type in a portion or all of the student identification information, like Last Name, First Name, Student ID, etc. Less is sometimes better here.
- Step 5: Click on the appropriate student record in the list, and then on the specific document thumbnail you wish to view.

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