

High School Parent Guide

How to View Report Card

Log into the [Public Portal](#)

Log into the Public Portal **on a computer**, or through the web browser on a mobile device, **NOT through the PowerSchool app**.

*If you do not have an account, **CLICK** on the “Create Account” tab, and follow the prompts to create account and add students. (Your school has sent letters home with specific access codes to add your students.)

Step 1: CLICK on the name of the student in the blue horizontal bar.

Step 2: CLICK “Report Card” icon from the left navigation menu. A list of archived report cards will display.

Step 3: CLICK on the specific Report Card to view/print.

Step 4: Follow the instructions to PRINT.

PowerSchool SIS Welcome, Help Sign Out

Student 1 Student 2

Navigation

- Grades and Attendance
- Missing Assignments
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- Account Preferences
- Graduation Progress
- My Schedule
- Next Years Schedule
- School Information
- Next Years Schedule
- Graduation Progress
- Flex Session
- Flex Calendar

1 Select Student

Student Report Card

3 Choose the specific Report Card to view. Previous report cards also appear here.

Name	School	Date
Grade 10 - S1 - 2021-2022	School Name	02/04/2022
Grade 9 - S1 - 2020-2021	School Name	06/29/2021
Grade 9 - S2 - 2020-2021	School Name	06/29/2021
Grade 8 - Final - 2019-2020	School Name	06/26/2020

Unblock popup window in browser for Powerschool site.

Instructions

4 Follow instructions to PRINT.

This instructional text will not be sent to the printer.

The fully supported browsers for this report are Firefox, and Chrome (recommend)
Recommend to save as PDF using Chrome, then print the PDF.

Tips for printing:

- Select the **School** for the reports on the home page first. Cannot generate the report on district level.
- Select the students for the reports on the home page student select section.
- Turn on printing of backgrounds. Shading and colorations in this reports are all "backgrounds", and not printing backgrounds will generally lead to illegible printouts.
- Select paper size as **Legal** and orientation as **Portrait**
- Unblock popup window in browser for Powerschool site.
- Select "Shrink to fit page width" if using Firefox.
- Turn off printing of "header" information in your browser settings. If this is not off, each page printed will include (depending on browser) the URL of this page, a page number, and a time stamp. These are generally not desired for this report.
- Saving as PDF: Select destination "Save as PDF" when print in Chrome.
- For double sided printing, select the print properties to change the binding location "Short Edge".

Click Report Card 2

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