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.