



VIEWING STUDENT REPORTS IN THE POWERSCHOOL PARENT PORTAL

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Introduction

The PowerSchool Public Portal (often referred to as the “Parent Portal”) allows you to view your student’s information, such as class schedule, grades, and attendance.

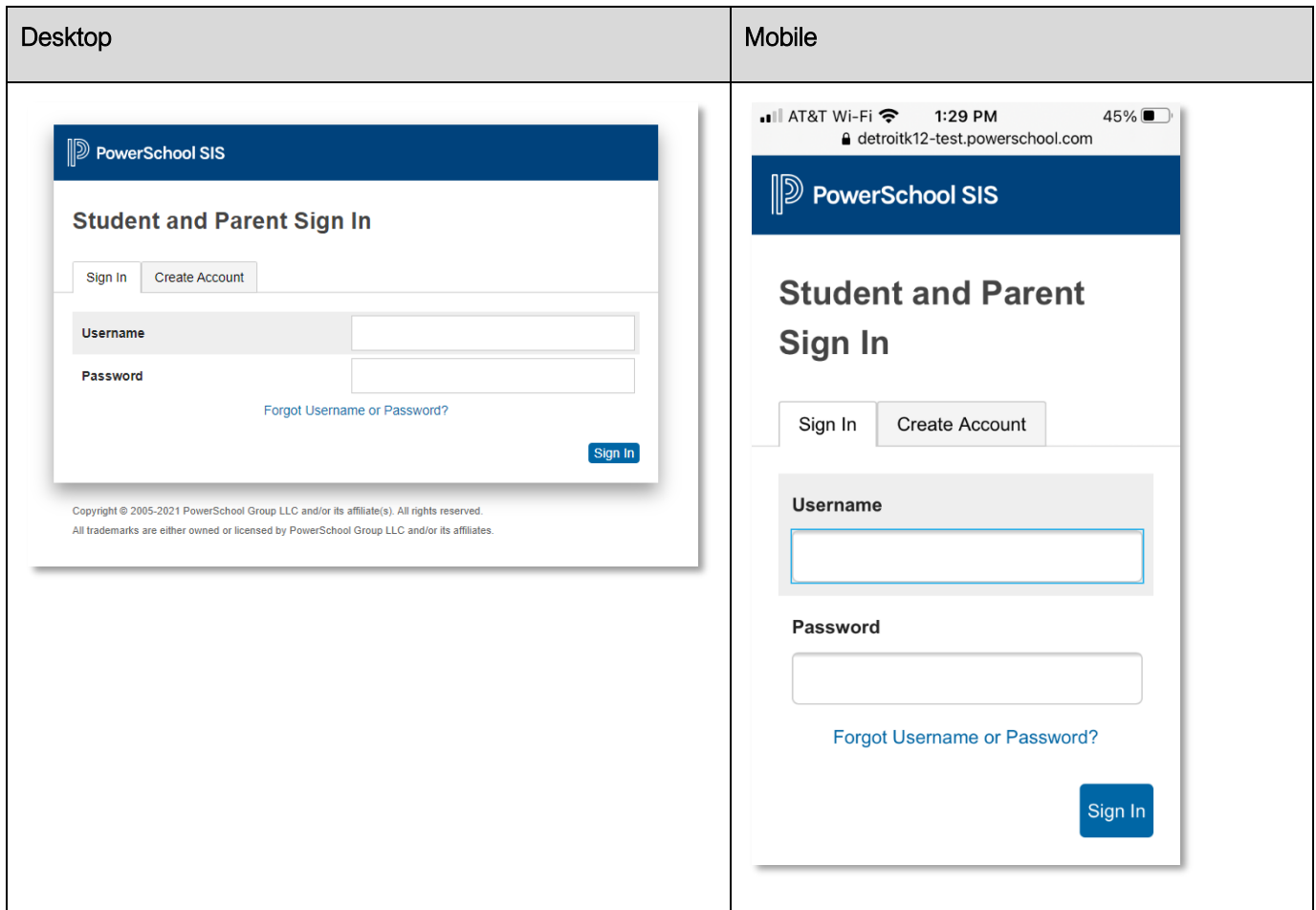
Your school makes key documents available to you in the Student Reports section of the Portal. Here, you will find your student’s report cards, transcripts and other useful information, such as instructions for how to access Clever. Please find instructions for how to access these reports below.

Note on Viewing Student Reports from a Phone or Tablet

Reports *are not* available in the PowerSchool App. You can access reports from your phone or tablet through Safari, Google Chrome, or another internet browser.

Viewing Student Reports

1. Go to the PowerSchool Parent Portal (<https://detroitk12.powerschool.com/public>) and **sign in** to your account.
 - a. If you do not have an account set up, contact your student’s school to request a “Parent Web Access Letter,” which will include instructions and access codes that are needed to set up your account.

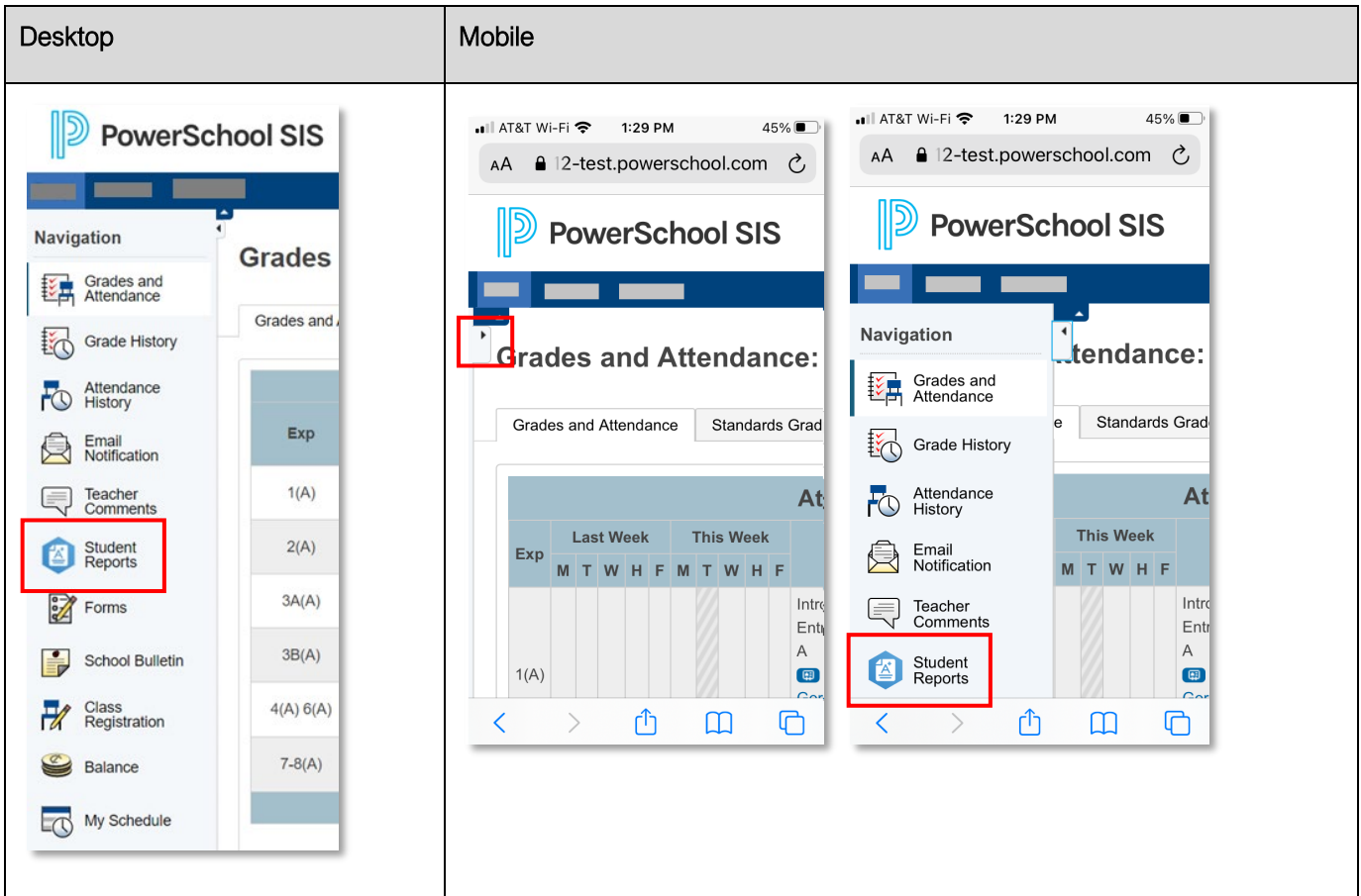


2. If you have multiple students, select the student you would like to view reports for.
 - a. Your students are listed in the upper left-hand corner of the screen.



3. From the home page of the parent portal, click on **Student Reports**.



Note: On a mobile browser, you may need to click on the small triangle to open the left-hand menu.



4. You will be directed to the Student Reports screen.

Note: On a mobile device, the page may open zoomed in. You can zoom out to see the whole screen.

5. Click on the report you would like to view.
 - a. **Currently Published Reports** can be viewed at any time. These reports access live data, so the content may change depending on when the report is viewed.
 - b. **Archived Reports** have been saved by your school. You can access your student's Report Cards and any other archived reports, such as Progress Reports or Transcripts here.

Desktop	Mobile																				
 <p>The desktop screenshot shows the PowerSchool SIS interface. On the left is a navigation menu with items like 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Teacher Comments', 'Student Reports', 'Forms', 'School Bulletin', 'Class Registration', and 'Balance'. The main content area is titled 'Student Reports' and contains two sections: 'Currently Published Reports' (with a link 'Accessing Clever At Home') and 'Archived Reports'. The 'Archived Reports' section is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Report Name</th> <th>Date Archived</th> </tr> </thead> <tbody> <tr> <td>Progress Report-Quarter 1-Grade 11-2021/2022-Cass Tech</td> <td>10/12/2021</td> </tr> <tr> <td>Report Card-2020/21-S2-Grade 10(M)-Cass Tech</td> <td>06/24/2021</td> </tr> <tr> <td>Report Card-2020/21-Q3-Grade 10-Cass Tech</td> <td>04/26/2021</td> </tr> <tr> <td>Progress Reports-Grade 10-Q3-2020/21-Cass Tech</td> <td>03/16/2021</td> </tr> <tr> <td>Report Cards-2020/21-S1-Grade 10-Cass Tech</td> <td>03/11/2021</td> </tr> <tr> <td>Progress Report-Grade 10-CassTech-2020/2021</td> <td>01/09/2021</td> </tr> <tr> <td>ReportCard-20/21-Q1-Grade10-CassTech</td> <td>11/18/2020</td> </tr> </tbody> </table>	Report Name	Date Archived	Progress Report-Quarter 1-Grade 11-2021/2022-Cass Tech	10/12/2021	Report Card-2020/21-S2-Grade 10(M)-Cass Tech	06/24/2021	Report Card-2020/21-Q3-Grade 10-Cass Tech	04/26/2021	Progress Reports-Grade 10-Q3-2020/21-Cass Tech	03/16/2021	Report Cards-2020/21-S1-Grade 10-Cass Tech	03/11/2021	Progress Report-Grade 10-CassTech-2020/2021	01/09/2021	ReportCard-20/21-Q1-Grade10-CassTech	11/18/2020	 <p>The mobile screenshot shows the PowerSchool SIS interface on a smartphone. The top status bar shows 'AT&T Wi-Fi', '1:29 PM', and '45%' battery. The browser address bar shows 'AA 2-test.powerschool.com'. The main content area is titled 'Student Reports' and contains two sections: 'Currently Published Reports' (with a link 'Accessing Clever At Home') and 'Archived Reports'. The 'Archived Reports' section is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Report Name</th> <th>Date Archived</th> </tr> </thead> <tbody> <tr> <td>Progress Report-Quarter 1-Grade 11-2021/2022-Cass Tech</td> <td>10/12/2021</td> </tr> </tbody> </table>	Report Name	Date Archived	Progress Report-Quarter 1-Grade 11-2021/2022-Cass Tech	10/12/2021
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6. The report will open in a new tab. To print the report, click the blue **Print** button in the upper left-hand corner of the screen.



7. When you are done viewing the report, you may close the tab and return to PowerSchool.