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

   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.

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<th>Desktop</th>
<th>Mobile</th>
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<tr>
<td><img src="image1.png" alt="Image of PowerSchool Sign In Page" /></td>
<td><img src="image2.png" alt="Image of PowerSchool Sign In Page on Mobile" /></td>
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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.

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.