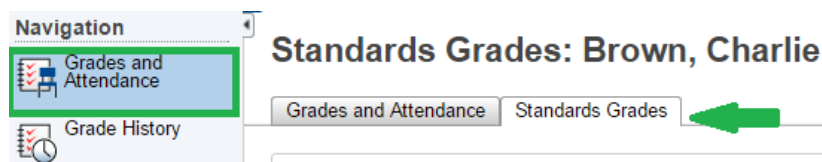


Viewing Report Card Information for Your Elementary Student Electronically Through the PowerSchool Parent/Student Portal

Elementary report card information is now available to parents/guardians electronically through the parent/student portal. This tip sheet will help you navigate the portal to view this information. You will need a PowerSchool parent portal account to access this information. If you do not have an account, please contact your student's school. If you have a question about your student's information, please contact your student's teacher.

Viewing Elementary Standards & Scores (Grades K-5)

To view report card standards, select Grades and Attendance from the Navigation sidebar on the left-hand side and then select the Standards Grades tab.



Standards will be listed by class and the score will be listed next to it. You can click on the standard name to get additional information on the standard.

Viewing Elementary Letter Grades (Grades 4 & 5)

To view grades for Math, Reading, Word Study, Science, and Social Studies, select Grades and Attendance from the Navigation sidebar on the left-hand side. The Grades and Attendance tab should be selected by default. You will find the grade listed beside each class.

Grade 4 Writing	A
Donovan, Mrs. - Rm: C-9	0
Grade 4 Mathematics	A
Donovan, Mrs. - Rm: C-9	93

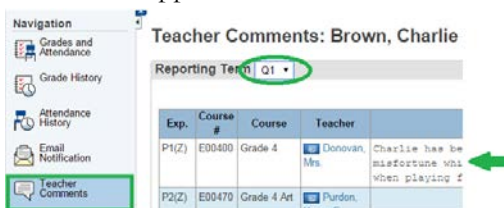
You may notice that some grades do not have a percentage listed below them. Teachers may opt not to provide a percentage for any or all grades. When a percentage is not provided, a zero (0) will be listed.

Viewing Elementary Teacher Comments (Grades K-5)

You can view the comments that your student's teachers have provided in one of two ways. You can select Grades and Attendance from the Navigation sidebar on the left-hand side. The Grades and Attendance tab should be selected by default. Clicking on the letter grade or the dashed line (for grade levels and classes that do not receive grades) next to a class will bring up the class detail and the comment will be displayed in the Teacher Comment section.

Grade 4 Music	--
Rehorn, Donna S - Rm: D-14	
Grade 4 Reading	B
Donovan, Mrs. - Rm: C-9	89

Alternately, you can select Teacher Comments from the Navigation sidebar on the left-hand side. This will bring up a list of your student's classes and any teacher comments will appear in the Comment column.



Be sure that the correct quarter is selected from the Reporting Term drop-down.

Viewing Elementary Attendance (Grades K-5)

You can see detailed information about your student's absences and tardies in one of two ways. You can select Grades and Attendance from the Navigation sidebar on the left-hand side. The Grades and Attendance tab should be selected by default. The number of absences and tardies will be listed in the last two columns. Clicking on the number of absences or tardies will bring up a detailed listing of dates and absence/tardy codes.

Attendance By Class						
Course	Q1	Q2	Q3	Q4	Absences	Tardies
Grade 4 Donovan, Mrs. - Rm: C-9	--	--	--	--	1	0

Alternately, you can select Attendance History from the Navigation sidebar on the left-hand side. This will bring up a list of your student's classes and any absences or tardies will appear in the attendance grid.

Navigation	
Grades and Attendance	
Grade History	
Attendance History	

Meeting Attendance History: Brown, Charlie									
Course	Expression	10/19-10/23					10/26-10/30		
		M	T	W	H	F	M	T	W
Grade 4 Donovan, Mrs. C-9 E: 08/19/2015 L: 06/04/2016	P1(Z)						UNV		

A key to attendance codes can be found on the bottom of the page.

Selecting a Different Student

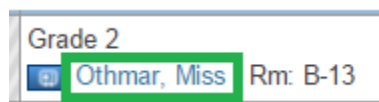
If you have multiple students associated with your portal account, you can switch between students by selecting a name from the student list at the top left-hand side of the screen.



You can add additional students to your portal account using access keys that you obtain from your student's school.

Contacting Your Student's Teacher via Email

If you are using a computer or device that is set up for email you can click on a teacher's name to start an email in your email client addressed to the teacher. Links for teacher emails can be found on the Grades and Attendance screen or the Teacher Comments screen.



Once you click on the teacher's name, a new email should automatically open.

If you need assistance with your PowerSchool parent/student portal account or with these directions, please contact your student's school