

Accessing Student Report Cards Online Step-by-Step Guide

- 1. Navigate to <u>https://powerschool.d15.us/public</u>
- 2. Log in with your Parent Portal Account.
 - If you have not set up an account, contact your students school office for assistance

PowerSchool SIS			
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Sign In Create Account	t		
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Password			Ø
	Forgot Userna	me or Password?	

3. When you've logged in, you may see multiple tabs depending on the number of students you have associated to your Parent Portal Account. You will need to click on each student to view individual report cards.





4. In the left-hand panel, select Student Reports.



- 5. When Report Cards are published, you will see your student's <u>latest</u> Report Card under Archived Reports. It is considered 'archived' after the grading term comes to an end. Then, click on the Report Card with the latest grading term to view the Report Card.
 - Generally speaking, please disregard the fact that it says "No Current Reports Available at This Time".

Student Reports	Stud	ent	1
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No Current Reports Available At This Time	
Archived Reports	
2021 Trimester 1 Grade 1 Report Card	11/20/2020



 To view comments from Art and Music teachers: A) click on grades and attendance, B) click in the column next to the special you want to see comments for, C) read under Teacher Comments.



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To see comments from individual Specials teachers (Art and Music) – Click on Grades and Attendance

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Grades and Attendance:

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Click in this column next to the specials (ART or MUSIC) you want to see comments for

C.

You will see a more detailed description as to why they are PASS or FAIL in ART or MUSIC.





7. To Print, click on the printer icon in the top right corner.

SIS Student Reports X SIS	Report Creator	× +		
\leftrightarrow > C $$	🗊 🔒 🖙 https://powers	chool.d15.us/guardian/rcBuilder/savedR	ReportCard.html?rcID=25997	
Azure Admin 📄 ISBE 📄 PowerSource	🚞 Software 🏼 🗐 D15 Logo	s 💶 Staff 👖 Service Desk 🥑 Classroon	n by Lightsp 🛞 Data Elements and Val 💴 Abb	oas, Nazer 쁢 Relay 🛅 Attendance 📄 SOPPA
≧ Print		Student: Classroom Teacher(s): <u>Attendance</u> Days Absent Times Tardy	Black Hawk Elementary 20 School TI T2 T3 3 Bluent progress Progress is affected T1 T2 T3	120-2021 Progress Report Grade: 1 Principal: ss is affected by absence from school. T1 T2 T3 ed by Attendance

8. To go back to the previous PowerSchool page, close the open tab.

SIS Student Reports	× sis Report Creator	× +
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9. <u>PLEASE BE AWARE</u>: You will see this if there are no available Report Cards.

Student Reports Student 1

No Current Reports Available At This Time