



Olga Hugelmeyer
Superintendent of Schools

February 16, 2021

Dear Parents/Guardians,

Starting on Wednesday, February 17 at 9:00 a.m., students and parents will be able to view K-12 report cards for the second marking period on the PowerSchool Parent Portal. Using a secure, password-protected online report card system allows for a more timely delivery of grades to parents and students.

Once you are in the PowerSchool Parent Portal, please follow the steps below:

Step 1. Click on the Report Cards link located on the left Navigation screen. Please refer to the sample image below:



Step 2. Click Report Card link “SCH-XX-Q2 Report Card 20-21” under Archived Report Cards. Please refer to the sample image below:



Step 3. Report Card will open in a new window in your web browser.

If you do not have a PowerSchool account, please contact your child’s principal via email to request the web access identification (ID) and password. Once you have been provided with this information, PowerSchool Directions can be found [here](#).

Office of the Superintendent of Schools

A copy of your child's report card also will be emailed automatically to you and your child's student email account, which will be password protected with your child's Student ID number. Please be aware that the notification will appear as follows:

Notification from [The Student's School] <Notification@target11002.brightarrow.com>

Please be sure to check the junk folder of your email if you do not receive this notification to ensure that it was not recognized as spam email and sent directly to your junk folder.

Thank you so much for your patience, support, and understanding and continued wishes of good health during these difficult times.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Olga Hugelmeyer', with a long, sweeping flourish extending to the right.

Olga Hugelmeyer