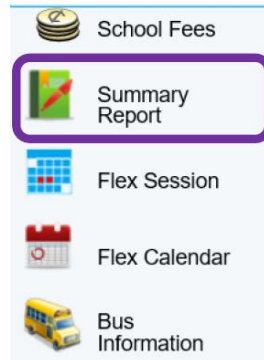


# PowerSchool

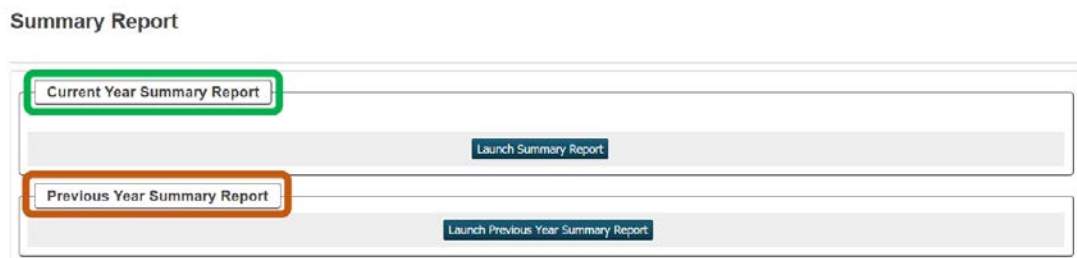
## Viewing the Summary Report in Parent Portal

Parents can now access Summary Reports for marks from Parent Portal. These reports will be available twice each year for the current school year, at the end of each Semester. Semester 1 will be available on January 29 and Semester 2 will be available at the end of June. Previous year Summary Reports are also available. Please use the following instructions to access the Summary Report for your child(ren).

1. Log into PowerSchool – Parent Portal.
2. Click on **Summary Report** in the left menu.



3. The Summary Report page will open. There are two options. **Current Year Summary Report** or **Previous Year Summary Report** (Previous Years are available anytime).



#### Issues launching your Summary Report?

Please first try to restart your internet browser. If the problem persists then check that your username does not contain any spaces or any special characters #!%&. If it does then go to Account Preferences on the left hand menu and edit/change your username. If the issue persists then please call our Service Desk at 780-441-0111 between 8:00AM and 4:00PM, Monday – Friday and someone will assist.

- Click on the **Launch Summary Report** in the *Current Year Summary Report*. The Current Year will automatically open the January Summary Report until the end of June. At the end of June, there will be an option to choose S1 (marks from the beginning of the school year until the end of January) or S2 (marks from February until the end of June).

Summary Report

Current Year Summary Report

Launch Summary Report

Previous Year Summary Report

Launch Previous Year Summary Report

**Issues launching your Summary Report?**  
 Please first try to restart your internet browser. If the problem persists then check that your username does not contain any spaces or any special characters #!%&. If it does then go to Account Preferences on the left hand menu and edit/change your username. If the issue persists then please call our Service Desk at 780-441-6111 between 8:00AM and 4:00PM, Monday – Friday and someone will assist.

- Clicking on the **Launch Previous Year Summary Report** will open another page that will allow you to choose the Summary Reports from each of the reporting periods from previous years. Click on **View** beside the **School Year** and **Reporting Period** desired.

Summary Report

Current Year Summary Report

Launch Summary Report

Previous Year Summary Report

Launch Previous Year Summary Report

**Issues launching your Summary Report?**  
 Please first try to restart your internet browser. If the problem persists then check that your username does not contain any spaces or any special characters #!%&. If it does then go to Account Preferences on the left hand menu and edit/change your username. If the issue persists then please call our Service Desk at 780-441-6111 between 8:00AM and 4:00PM, Monday – Friday and someone will assist.

- Clicking on the **Launch Previous Year Summary Report** will open another page that will allow you to choose the Summary Reports from each of the reporting periods from previous years. Click on **View** beside the **School Year** and **Reporting Period** desired.

Summary Report

Current Year Summary Report

Launch Summary Report

Previous Year Summary Report

Launch Previous Year Summary Report

**Issues launching your Summary Report?**  
 Please first try to restart your internet browser. If the problem persists then check that your username does not contain any spaces or any special characters #!%&. If it does then go to Account Preferences on the left hand menu and edit/change your username. If the issue persists then please call our Service Desk at 780-441-6111 between 8:00AM and 4:00PM, Monday – Friday and someone will assist.

Student	Grade	School	School Year	Reporting Period	View
XXXXXXXXXX	3	XXXXXX	2020	Term 1	<span style="border: 2px solid red; padding: 2px 5px;">View</span>
XXXXXXXXXX	3	XXXXXX	2020	Term 2	<span style="border: 2px solid red; padding: 2px 5px;">View</span>