

# Parent/Student PowerSchool Electronic Report Card Instructions

**\*\*Applies to grades 1-12. PK and KG will receive paper report cards.**

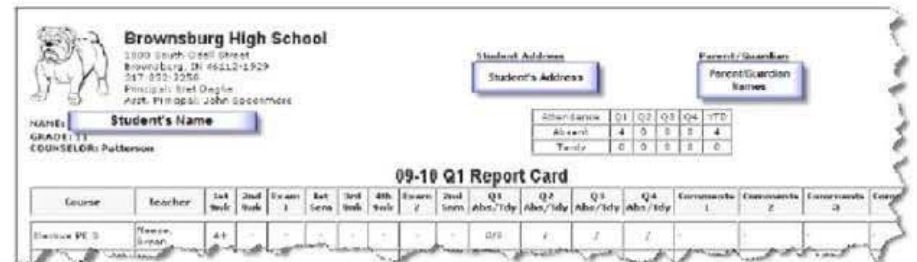
1. Login to the PowerSchool site for Parents and Students at: <https://powerschool.brownsburg.k12.in.us/public/>
  - a. Students – Just use login supplied by school, which is Student Number with a capital “S” at the end. School supplies your password, too.
  - b. Parent username and password must be setup by the parent/guardian. To setup your account, you’ll need the login and password supplied by the school. The login should be the Student Number with a capital “G”. You’ll then create your own username and password, which will be the only username and password you’ll need for all of your children. If you have not setup a username and password for PowerSchool Parent access please go to [www.brownsburg.k12.in.us](http://www.brownsburg.k12.in.us) and click on Resources, Parent/Student Resources, and then click on PowerSchool Parent Portal Instructions.
  - c. If you do not remember your PowerSchool password, please either:
    - i. Click “Having trouble signing in?”
    - ii. Contact your child’s school
    - iii. Or email for assistance to: [PowerSchool@brownsburg.k12.in.us](mailto:PowerSchool@brownsburg.k12.in.us) and provide the following information: child’s first and last names, school child attends, birth date of child, child’s parent name(s), grade level of child and name of person making the request.



2. Once you are logged into PowerSchool parent account with the username and password that you created, click on the report card link on the left side of the screen above the Grades and Attendance. The link will correspond to your child’s grade level in school:
  - a. High School Report Card
  - b. Harris Academy Report Card
  - c. Middle School Report Card
  - d. Elementary School Report Card

3. Report Card will be in Landscape print layout. You will have to change your printer setting \* to Landscape for the report card to print correctly.
  - a. Click the printer icon or go to File, Print
  - b. Go to Properties
  - c. Go to Page Layout
  - d. Choose Landscape as the page orientation, and click “OK”.

\*NOTE: Your printer settings instructions could vary.



## 4. **\*\* Report Card Schedule:**

\*\*Report Cards are only available online for a limited time. If you do not print the report card during the time they are available you will need to go to your school’s office to have it printed. (If you do not see the report card link when you are signed in, you are probably signed in with the student login. Students cannot view report card links.)

### Report Card Schedule for 2017-2018

	Start of Grading Period	End of Grading Period	Electronic Report Cards Available	Electronic Report Card Availability Ends
Q1	Thurs, July 27	Fri, Sept 29	Fri, Oct 6	Thurs, Dec 14
Q2	Mon, Oct 2	Fri, Dec 15	Fri, Jan 5	Thurs, Mar 8
Q3	Wed, Jan 3	Fri, Mar 9	Fri, Mar 16	Thurs, May 24
Q4	Mon, Mar 12	Fri, May 25	Fri, June 1	*Sun, June 17

\*Please note that electronic report cards will only be available for 2 weeks due to end of year processes in the summer.