



**Grande Prairie
Public School
Division**

Report Card How To:

1. Click the Current families with GPPSD link at the bottom of the gpsd.ab.ca webpage.



2. Login using your username and password

- If you cannot remember your username or password, please click forgot username or Password and follow the reset instructions. (How To is located below)
- If you still cannot access this, please call the school.

A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. The page has a dark blue header with the "PowerSchool SIS" logo. Below the header, there are two tabs: "Sign In" (selected) and "Create Account". There are two input fields: "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". A blue "Sign In" button is located to the right of the password field. Below the sign-in area is a "NOTICE" box with the following text: "Please Note that the Parent/Student Portal requires a 'strong' password configuration:" followed by a bulleted list: "• minimum of 8 characters", "• at least 1 upper case character", "• at least 1 lower case character", "• 1 symbol", "• 1 number". At the bottom of the notice box, it says "Please contact your child's school if you are having difficulties accessing the Parent Portal." At the very bottom of the page, there is small copyright text: "Copyright © 2005-2019 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

3. Once logged in you should see this screen

- You can move between multiple children using the links at the top left. They are noted as child 1 and child 2 in this example.
- The child currently selected will appear as light blue.

- To switch to the other child, click their name

PowerSchool
PowerSchool SIS

Welcome, Matthew Pepper | Help | Sign Out

Child 1 Child 2

Grades and Attendance Standards Grades

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Balance
- Account Preferences
- My Schedule
- Test Scores
- Student Fees
- PDF Report Card
- SchoolEngage
- Report Card

Grades and Attendance: YOUR CHILD'S NAME HERE

Click Here to see a list of all your students past assignments for this term.

Exp	Last Week					This Week					Course	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F			
Attendance Totals												0	0

Show dropped classes also

Legend

Attendance Codes: Blank=Present | B=Absent - Reported Sick | A=ABSENT | EX=ABSENT - EXCLUDED | L=LATE | Dr=Medical or Other Appointment | IS=In School Suspension | SE=SCHOOL EVENT | SK=SKIPPED CLASS | SO=SIGNED OUT (excused) | SU=ABSENT - SUSPENDED | N=No Kindergarten | SC=School Closure |

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to Improve | U=Unsatisfactory |

4. Your child's report card can be accessed at the bottom left of the Navigation window by clicking the report card button.

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Balance
- Account Preferences
- My Schedule
- Test Scores
- Student Fees
- SchoolEngage
- Report Card

5. Once clicked your report card will appear in a new window.

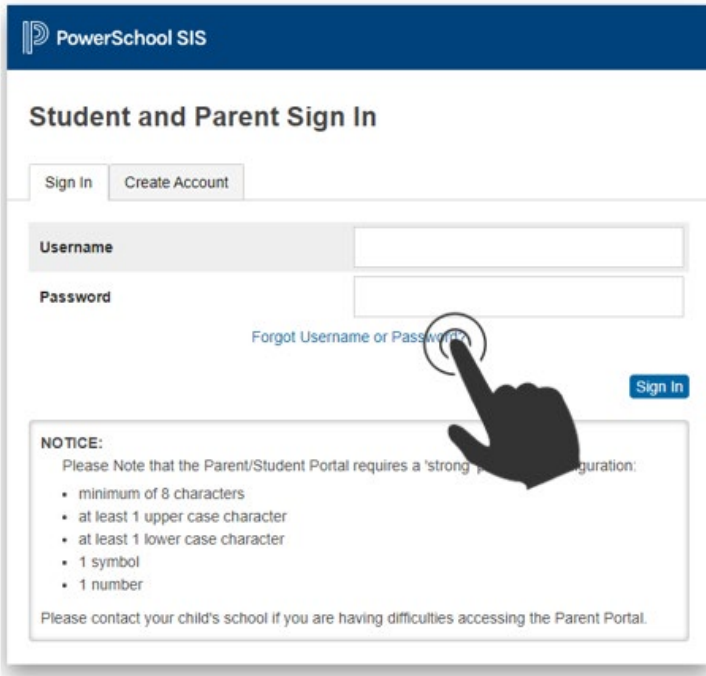
- Please note you must have your pop-up blocker disabled to access this.

6. Repeat steps 3 – 5 for all children you have attending GPPSD schools to access their report cards.

Password/Username Reset:

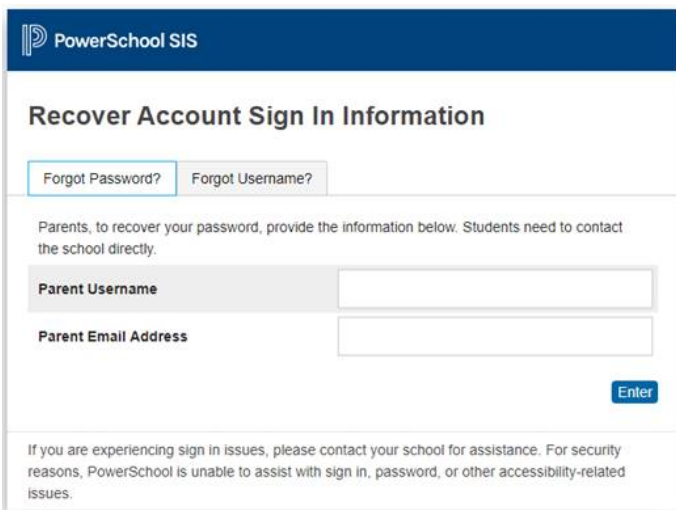
Please try these time saving steps prior to calling the school.

1. Click the Forgot Username or Password link under the sign up.



The screenshot shows the PowerSchool SIS login page. At the top left is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot Username or Password?". A hand icon with a pointing finger is overlaid on the link, indicating it should be clicked. To the right of the input fields is a blue "Sign In" button. Below the input fields is a "NOTICE" section with the following text: "Please Note that the Parent/Student Portal requires a 'strong' password configuration:" followed by a bulleted list: "• minimum of 8 characters", "• at least 1 upper case character", "• at least 1 lower case character", "• 1 symbol", "• 1 number". At the bottom of the notice is the text: "Please contact your child's school if you are having difficulties accessing the Parent Portal."

2. For Password trouble fill in the required information and click ENTER.



The screenshot shows the PowerSchool SIS "Recover Account Sign In Information" page. At the top left is the PowerSchool SIS logo. Below it is the heading "Recover Account Sign In Information". There are two tabs: "Forgot Password?" (selected) and "Forgot Username?". Below the tabs is the text: "Parents, to recover your password, provide the information below. Students need to contact the school directly." Below this text are two input fields: "Parent Username" and "Parent Email Address". Below the input fields is a blue "Enter" button. At the bottom of the page is the text: "If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues."

3. If you do not know your username, please click the Forgot Username tab and fill in your email address and click ENTER.

- You could then repeat step 2 with the username and continue.

PowerSchool SIS

Recover Account Sign In Information

Forgot Password? **Forgot Username?**

Parents, to recover your username, provide the information below. Students need to contact the school directly.

Parent Email Address

Enter

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

4. If you are still having trouble please call the school and Mme Jen or Mme Peddie will be able to help.