

Viewing Digital Report Cards and Progress Reports

K-5 Families,

We are excited to announce that our report cards and progress reports will now be sent to you digitally. If you would like a paper copy, please contact your student's teacher. You will have two options for viewing the reports; please find instructions for each option below.

Option 1: You will receive an email from your school with a PDF of the report. Please look for a communication from your school for when report cards are released. Once they are emailed, to view the report, open the PDF attached to the email.

*Note, the email will come from a generic address. For example:

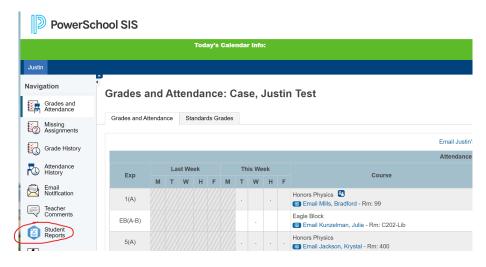
From: EPS Principal < Notification@target10102.brightarrow.com>

Subject: Term 2 Progress Reports

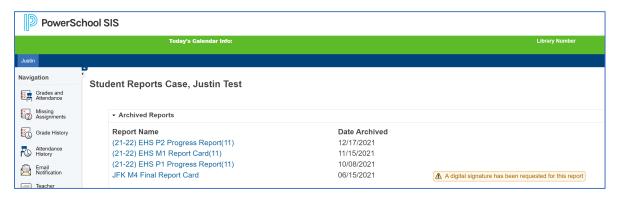
If you have questions about the report, please reach out directly to your student's grade-level teacher. *Please do not reply to the notification, it is not an actual email address.*

Option 2: You can view the report at any time – once it is released, or in the future – in PowerSchool. To view the reports in PowerSchool, please follow the steps below.

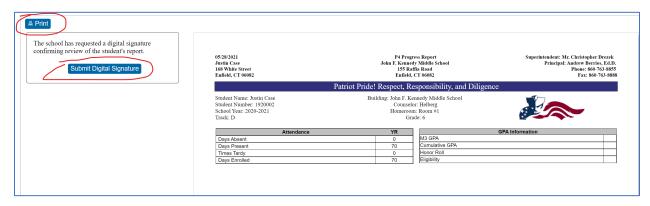
- 1) Log into the PowerSchool Parent Portal at https://enfield.powerschool.com
- 2) If you need any assistance getting setup with the PowerSchool Parent Portal please reach out to edtechhelp@enfieldschools.org with your child's name and school; we will get your account up and running.
- 3) On the left-hand column select "Student Reports."



- 4) If a report card or progress report is available, it will be listed under "Archived Reports."
- 5) Select the blue link for the report you are looking to view



6) While you are viewing the report card or progress report you will have the option to print or select submit digital signature (if it is requested by your principal) to confirm that you have viewed and acknowledged the report.



7) Once you have reviewed the report, it will continue to be listed under "Archived Reports" in the future.

If you have questions or run into issues accessing the reports, please reach out to edtechhelp@enfieldschools.org.