



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."

The screenshot shows the PowerSchool SIS interface. On the left, a navigation menu lists various options: Grades and Attendance, Missing Assignments, Grade History, Attendance History, Email Notification, Teacher Comments, and **Student Reports** (which is circled in red). The main content area displays 'Grades and Attendance: Case, Justin Test'. Below this, there are tabs for 'Grades and Attendance' and 'Standards Grades'. The 'Grades and Attendance' tab is active, showing a table with columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), and 'Course'. The table lists three courses: 1(A) Honors Physics, EB(A-B) Eagle Block, and 5(A) Honors Physics. Each course has a corresponding email link for the teacher.

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	
1(A)											Honors Physics Email Mills, Bradford - Rm: 99
EB(A-B)											Eagle Block Email Kunzelman, Julie - Rm: C202-Lib
5(A)											Honors Physics Email Jackson, Krystal - Rm: 400

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

The screenshot shows the PowerSchool SIS interface. At the top, there's a green header with 'PowerSchool SIS' and 'Today's Calendar Info:'. Below this is a blue navigation bar with 'Justin' and 'Library Number'. A left sidebar contains a 'Navigation' menu with icons for Grades and Attendance, Missing Assignments, Grade History, Attendance History, Email Notification, and Teacher. The main content area is titled 'Student Reports Case, Justin Test' and features a section for 'Archived Reports' with a table of report names and dates.

Report Name	Date Archived
(21-22) EHS P2 Progress Report(11)	12/17/2021
(21-22) EHS M1 Report Card(11)	11/15/2021
(21-22) EHS P1 Progress Report(11)	10/08/2021
JFK M4 Final Report Card	06/15/2021

A yellow warning box at the bottom right of the table states: "A digital signature has been requested for this report".

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.

The screenshot displays a student report card for Justin Case. On the left, a sidebar contains a 'Print' button (circled in red) and a 'Submit Digital Signature' button (circled in red). A message states: 'The school has requested a digital signature confirming review of the student's report.' The main content area includes student information, school details, and a table of attendance and GPA data.

05/28/2021
Justin Case
168 White Street
Enfield, CT 06082

P4 Progress Report
John F. Kennedy Middle School
155 Raffa Road
Enfield, CT 06082

Superintendent: Mr. Christopher Drozek
Principal: Andrew Berrios, Ed.D.
Phone: 860-763-8855
Fax: 860-763-8888

Patriot Pride! Respect, Responsibility, and Diligence

Student Name: Justin Case
Student Number: 1920002
School Year: 2020-2021
Track: D

Building: John F. Kennedy Middle School
Counselor: Helberg
Homeroom: Room #1
Grade: 6

Attendance		YR	GPA Information	
Days Absent		0	M3 GPA	
Days Present		70	Cumulative GPA	
Times Tardy		0	Honor Roll	
Days Enrolled		70	Eligibility	

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.