



GUIDE FOR PARENTS

Accessing the Online Report Card

This step-by-step guide will help you access your child's report card through the PowerSchool Parent Portal.

⚠ For the time being, digital report cards are only available on the web portal and cannot be accessed from the PowerSchool application.

Step 1: Log in to the PowerSchool Parent Portal

a. **Go to the PowerSchool Parent Portal**

Enter the following URL in the browser: <https://pei.powerschool.com>

⚠ Do not use Safari

c. **Enter Your Credentials**

- **Username:** Your PowerSchool Parent Portal username (your email).
- **Password:** The password you created during registration.

If you don't have an account, you can follow the [forgotten password steps](#). If you're still having trouble logging in, contact your child's school for set-up instructions.

d. **Click "Sign In"**.

PowerSchool SIS

Student and Parent Sign In

Select Language: English

Username: parent@email.com

Password: [Redacted]

[Forgot Username or Password?](#)

Sign In

Students/parents: PowerSchool recently enhanced their security requirements relating to passwords. As a result, you may be required to change your password the first time you log in after November 17th, 2023.

Step 2: Navigate to the Document Delivery Section



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a. Access the Menu

After logging in, locate the menu on the left side of the screen.

b. Select “Document Delivery”

- Look for an option labeled “Document Library”.
- Click on this option to proceed.

Step 3: View the Report Card

a. Find the Report Card Document

- You should see a list of available documents.
- Locate the report card by looking for the most recent date or title (ex: 1er bulletin 2024-2025).

b. Download or Open the Report Card

- Click the document link to open it.
- If you want to save it to your device, click the download button (usually represented by a downward arrow).

PowerSchool SIS

Welcome | Help | Site Map | Sign Out

Navigation

- Grades and Attendance
- Grade History
- Locker Information
- Attendance History
- Email Notification
- Document Library**
- Announcements
- Class Registration
- My Schedule
- School Information
- Account Preferences
- Forms

Document Library

Documents for

| Type | Title | Description | File Name | View | Date Created | Date Last Modified |
|-------------------|------------------------|-------------|----------------|------|--------------|--------------------|
| Bulletin scolaire | 1er bulletin 2024-2025 | | _fv9m5mdy1.pdf | | 01/22/2025 | 01/22/2025 |

Step 4: Log Out (Recommended)



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- When you're done, click the **Sign Out** button (usually in the upper right corner) to ensure your account is secure.

| [Help](#) | [Site Map](#) | [Sign Out](#)

Troubleshooting Tips

- **Forgot Your Username/Password?**
Use the "Forgot Username or Password?" link on the login page to reset it. Follow the instructions sent to your email.
- **Can't Find the Report Card?**
Contact your child's school directly for assistance. They can guide you or verify if the document has been uploaded.
- **Technical Issues?**
Clear your browser cache, try a different browser, or use another device.

This process ensures quick and easy access to your child's report card anytime through the PowerSchool Parent Portal.