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: http://pei.guardian.ca.powerschool.com/

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"**.



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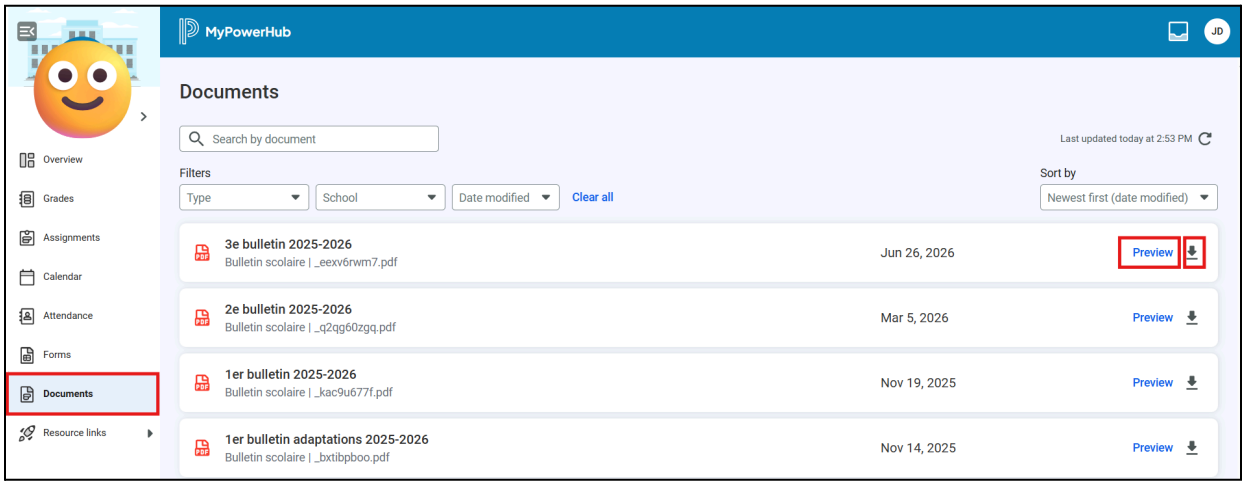
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Step 2: Navigate to the Document Delivery Section

a. **Access the Menu**

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

b. **Select "Documents".**



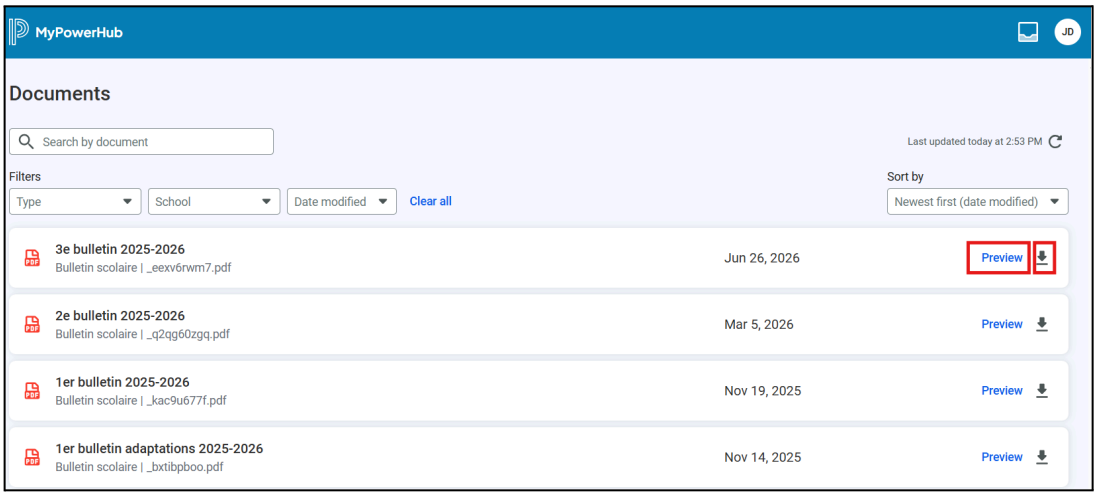
Step 3: View the Report Card

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**

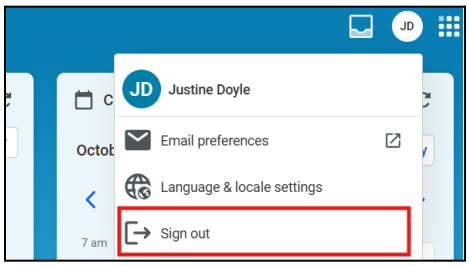
- Click the document link to open it.
- If you want to save it to your device, click the download button (usually represented by a downward arrow).



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Step 4: Log Out (Recommended)

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



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.