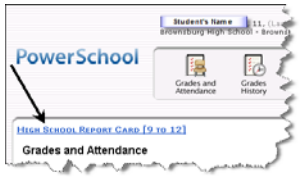
Parent/Student PowerSchool Electronic Report Card Instructions
**Applies to grades 1-12. PK and KG will receive paper report cards.

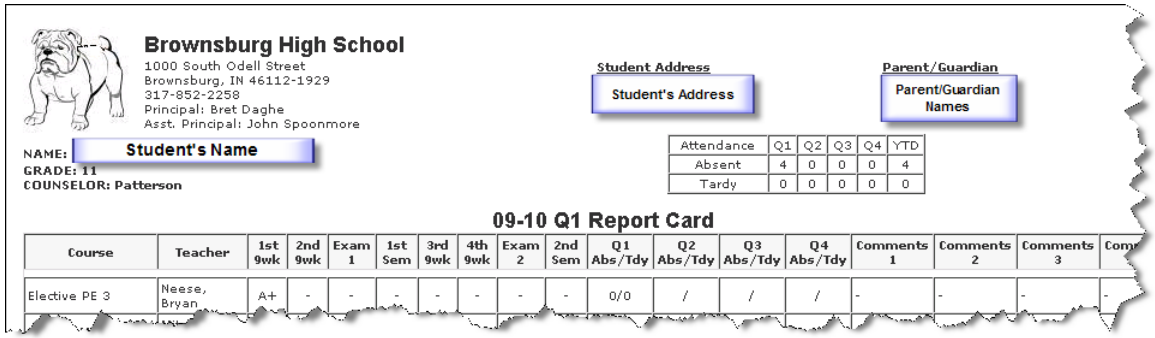
1. Login to the PowerSchool site for Parents and Students: http://powerschool.brownsburg.k12.in.us/public/
   a. Username is the student number for your child with either a G on the end for the guardian account or an S on the end for a student account.
   b. Password is either random numbers and letters assigned by PowerSchool or a password requested by the user from the school or the data department.
   c. If you do not know your PowerSchool password, please contact your child's school or e-mail powerschool@brownsburg.k12.in.us and provide the following information: child's first, middle, & last name, school child attends, birth date of child, child's parent name(s), grade level of child and name of person making request

2. Click on the report card link on the left side of the screen above the Grades and Attendance. The link will correspond to your child's grade level in school:
   a. **High School Report Card**
   b. **Harris Academy Report Card**
   c. **Middle School Report Card**
   d. **Elementary School Report Card**



3. Report Card will be in the LANDSCAPE print layout. You will have to change your printer setting to LANDSCAPE for the report card to print correctly.
   a. Click the printer icon or go to File, Print
   b. Go to Properties
   c. Go to Page Layout
   d. Choose LANDSCAPE as the orientation
   e. OK

   **Your printer settings could vary.



4. Report Card Schedule for 2010-11:

   **Report Cards are only available online for a limited time. If you do not print it during the time they are available you will need to go to your school's office to have it printed.

Report Card Schedule for 2010-2011

	Start of Grading Period	End of Grading Period	Electronic Report Cards Available	Electronic Report Card Availability Ends at 6am
Q1	Mon, Aug 16	Wed, Oct 13	Wed, Oct 20	Mon, Nov 15
Q2	Thurs, Oct 14	Tues, Dec 21	Fri, Jan 7	Mon, Jan 31
Q3	Mon, Jan 3	Fri, Mar 11	Fri, Mar 18	Mon, Apr 11
Q4	Mon, Mar 14	Thurs, May 26	Fri, June 3	*Mon, June 20

*Please note that electronic report cards will only be available 2 weeks for Q4 due to end of year processes in the summer.