

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.

Brownsburg High School
 1000 South Odell Street
 Brownsburg, IN 46112-1929
 317-852-2259
 Principal: Bret Daghe
 Asst. Principal: John Spoonmore

NAME: **Student's Name**
 GRADE: 11
 COUNSELOR: Patterson

Student Address: **Student's Address**
 Parent/Guardian: **Parent/Guardian Names**

Attendance	Q1	Q2	Q3	Q4	YTD
Absent	4	0	0	0	4
Tardy	0	0	0	0	0

09-10 Q1 Report Card

Course	Teacher	1st 9wk	2nd 9wk	Exam 1	1st Sem	3rd 9wk	4th 9wk	Exam 2	2nd Sem	Q1 Abs/Tdy	Q2 Abs/Tdy	Q3 Abs/Tdy	Q4 Abs/Tdy	Comments 1	Comments 2	Comments 3	Com
Elective PE 3	Neese, Bryan	A+	-	-	-	-	-	-	-	0/0	/	/	/	-	-	-	-

4. Report Card Schedule for 2009-10:

Report Card Schedule for 2009-2010				
	Start of Grading Period	End of Grading Period	Electronic Report Cards Available	Electronic Report Card Availability Ends
Q1	Mon, Aug 17	Wed, Oct 14	Wed, Oct 21	Wed, Nov 11
Q2	Thurs, Oct 15	Tues, Dec 22	Fri, Jan 8	Fri, Jan 29
Q3	Mon, Jan 4	Fri, Mar 12	Fri, Mar 19	Fri, April 9
Q4	Mon, Mar 15	Thurs, May 27	Fri, June 4	*Fri, June 18
*Please note that electronic report cards will only be available 2 weeks for Q4 due to end of year processes in the summer.				