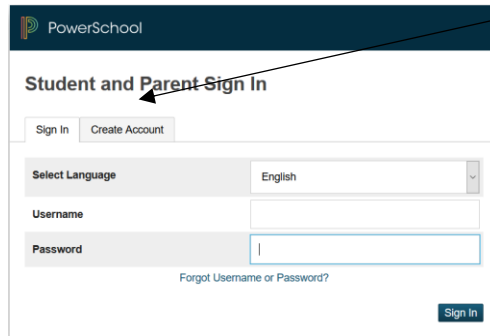


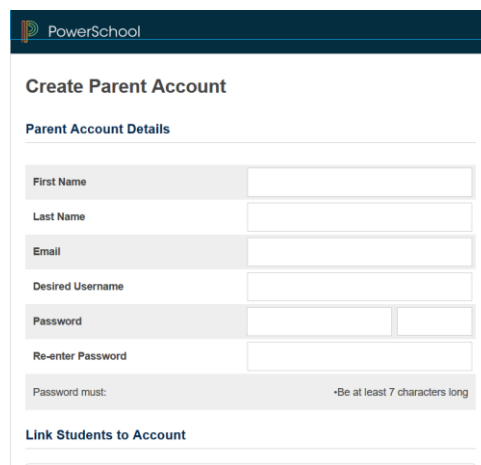
How to create a new PowerSchool account (if you have not already done so)

Open an internet browser and go to <https://ps.letbsd.ab.ca> and click on the Create Account tab and



Enter your information, email address and what you want to use as a username and password for your login.

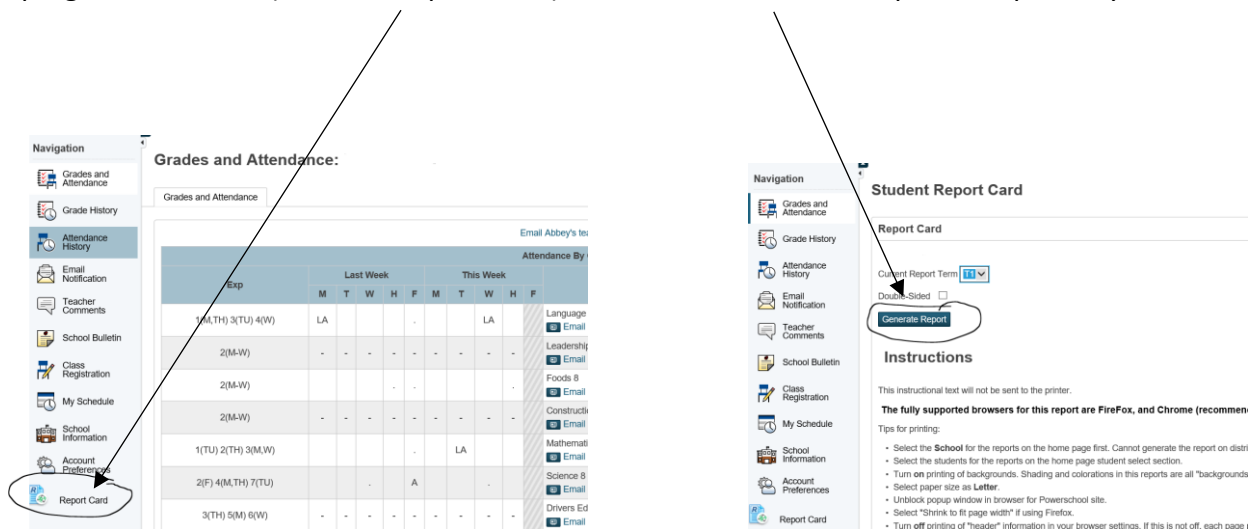
Once you have entered in your child's name, Access ID and password (which you can get from your school office), select relationship. You are able to add multiple children at once if you need to.



Once you have entered the applicable information press Enter at the bottom

Accessing your child's Report Card

After logging into the Parent Portal, (on your school website <http://gp.letbsd.ab.ca> click on the P (top right hand corner) click on Report Card). Then select Generate Report and print if you choose



Grades and Attendance:

Exp	Last Week				This Week				Attendance By		
	M	T	W	H	F	M	T	W		H	F
1(M,TH) 3(TU) 4(W)	LA					LA					Language
2(M-W)	-	-	-	-	-	-	-	-	-	-	Leadership
2(M-W)											Foods 8
2(M-W)											Constructi
1(TU) 2(TH) 3(M,W)						LA					Mathemati
2(F) 4(M,TH) 7(TU)				A							Science 8
3(TH) 5(M) 8(W)	-	-	-	-	-	-	-	-	-	-	Drivers Ed

Student Report Card

Report Card

Current Report Term: [Dropdown]

Double-Sided:

Generate Report

Instructions

This instructional text will not be sent to the printer.

The fully supported browsers for this report are FireFox, and Chrome (recommen

Tips for printing:

- Select the **School** for the reports on the home page first. Cannot generate the report on distr
- Select the students for the reports on the home page student select section.
- Turn **on** printing of backgrounds. Shading and colorations in this reports are all "backgrounds
- Select paper size as Letter.
- Unblock popup window in browser for Powerschool site.
- Select "Shrink to fit page width" if using Firefox.
- Turn **off** printing of "header" information in your browser settings. If this is not off, each page |