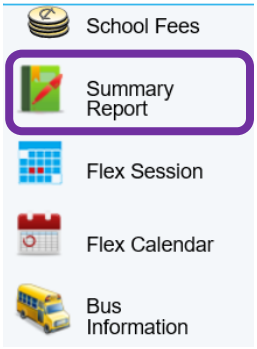
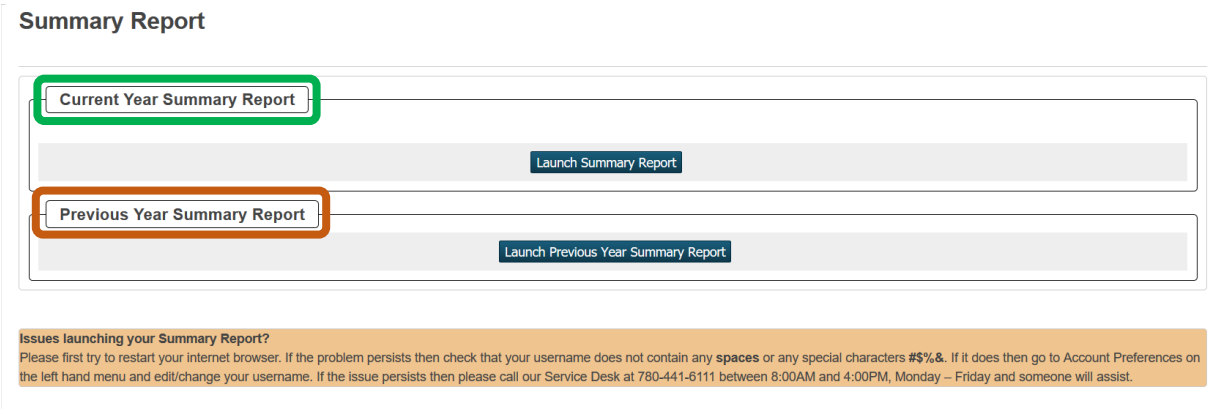
Parents can now access Summary Reports for marks from Parent Portal. These reports will be available twice each year for the current school year, at the end of each Semester. Semester 1 will be available January 31 and Semester 2 will be available at the end of June. Previous year Summary Reports are also available. Please use the following instructions to access the Summary Report for your child(ren).

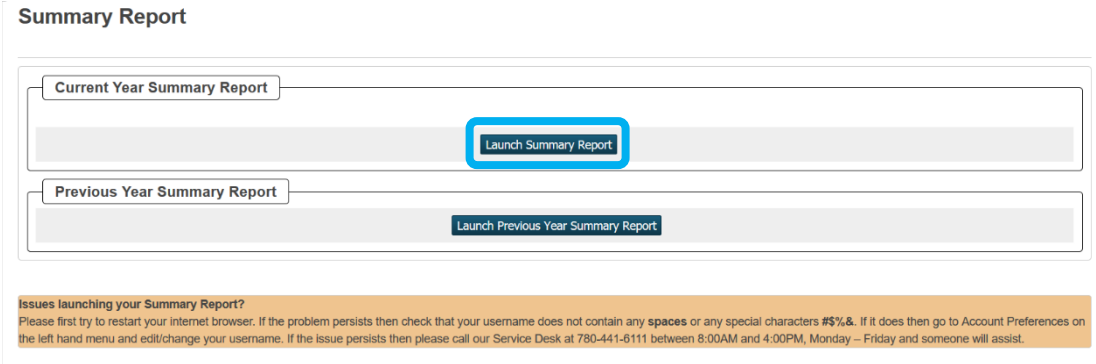
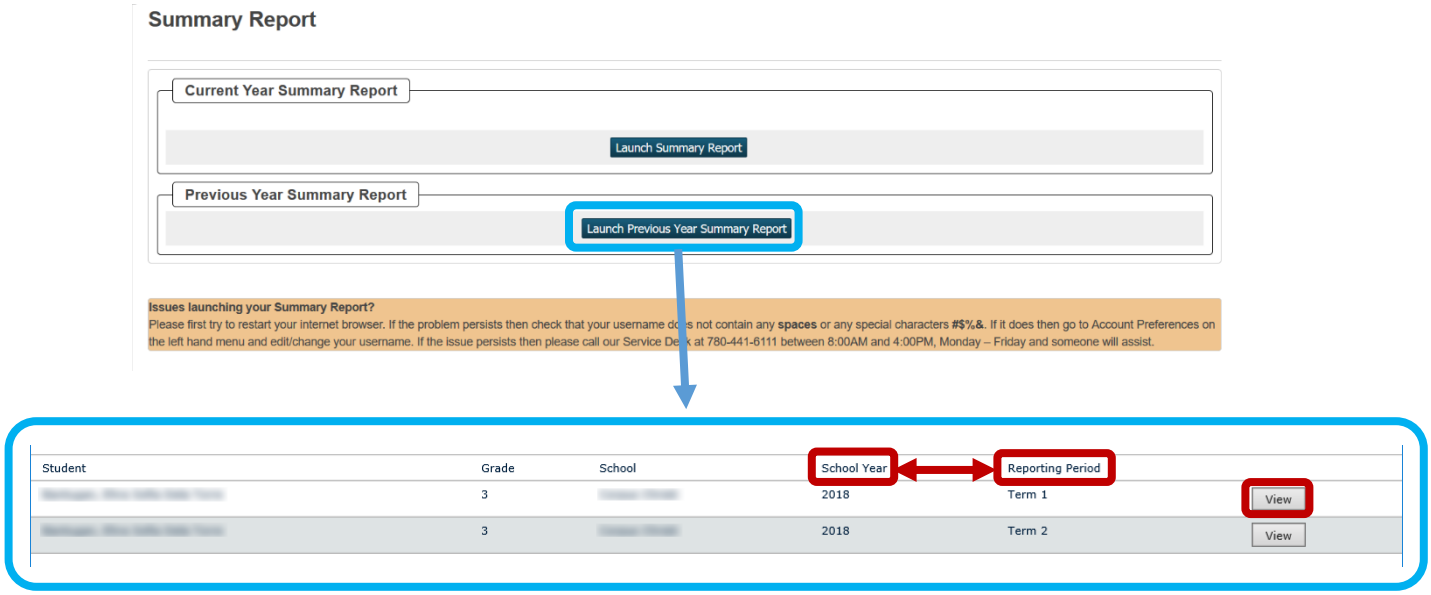
1. Log into PowerSchool – Parent Portal.
2. Click on **Summary Report** in the left menu**.**



3. The Summary Report page will open. There are two options. **Current Year Summary Report** or **Previous Year Summary Report** (Previous Years are available anytime).



4. Click on the **Lunch Summary Report** in the *Current Year Summary Report*. The Current Year will automatically open the January Summary Report until the end of June. At the end of June, there will be an option to choose S1 (marks from the beginning of the school year until the end of January) or S2 (marks from February 1 until the end of June).



5. Clicking on the **Launch Previous Year Summary Report** will open another page that will allow you to choose the Summary Reports from each of the reporting periods from previous years. Click on **View** beside the **School Year** and **Reporting Period** desired.