

November 18, 2015

Dear Parents,

Thank you for being a part of our new report card: "Communicating Student Learning", or "CSL". Although we will be providing you with a print copy of your child's report card, we are also very pleased to digitally share your child's learning with you. The digital version will contain additional drop-down menus and links to learning scales and other information.

In preparation for the November 24<sup>th</sup> release date of the report card, we hope that you will take the time to create or login to your PowerSchool Parent Portal account so that you will also be able to access the new report card online. Both can be found at: <https://powerschool.eips.ca/public/home.html>. If you have not yet activated your account, you can request your child's login information from the school. The Parent Portal account is the same as what you may have used to pay your child's school fees.

The Parent Portal allows parents the capacity to create a single sign on for all students in one family who are currently registered in elementary, junior high and senior high schools in Elk Island Public Schools. Once the account is created, parents will be able to manage their own account information and to link all of their students to one account. This account will remain in effect for the duration of the student's enrollment in Elk Island Public Schools. If you are currently registered in the Parent Portal with junior and/or senior high students, you will now be able to add the elementary student. There is no need to create a new account. A video demonstrating the steps to creating a PowerSchool parent portal account is found at: <http://www.eips.ca/powerschool>. If you are having difficulty logging into your PowerSchool Parent Portal, please contact us at school.

When the report cards are released, and once you set up and/or log into your account, you can then click on the "Communicating Student Learning" button. This will take you to the report card.

Click on the scale icon to view a description of the scale levels.



Click on the  icon to expand subjects or comments.

If you wish to print the report card, scroll to the bottom of the page and click on the "print" button. You can either print the condensed or full version.

Once again, the report cards will be released on November 24<sup>th</sup>, so it would be beneficial for you to set up your account prior to this date.

Again, thank you for agreeing to be a part of this exciting change in our school district. Please don't hesitate to contact us if you are in need of further information.

Sincerely,

Tracey Arbuthnott

Principal