Jr/Sr High Parent/Student – Parent How to generate a Report Card
(For IPhone/Ipad)

If Using your phone using a browser – Download and use Chrome instead of Safari
(to see report cards on your iphone you must do this)

1. Go to the parent portal website on your iphone https://sis.pwsd76.ab.ca
2. Sign in using your parent sign in
3. Choose Exit to Main PS Site

4. On your left menu choose Report card icon (Note if you are not using a Chrome browser you may not be able to generate on your phone as there is a popup blocker)
   a. From the drop down Choose the correct Template for your school and your students grade level

Jr High (3 report card choices) – Check with your school to find out what your school uses
High School (All Gr 10-12 students)
b. Once your template is chosen, **input the correct school year** (NOTE the school year defaults to the most recent that we have in PowerSchool, as of the beginning of February this will have next year's school year as the default so make sure you input the correct school year)

c. Input what term report card you want to look at
d. Click Generate Student Report Card

5. The first time you will get the follow message on the bottom of your screen

Just click on the word *Always show* and the report card will open in a new tab
Jr/Sr High Parent/Student – Parent How to generate a Report Card
(For computer or chromebook)
Best using the Chrome browser or Firefox

1. Go to the parent portal website https://sis.pwsd76.ab.ca
2. Sign in using your parent sign in
3. On your left menu choose Report card icon (Note there may need to unblock the popup window)
   a. From the drop down Choose the correct Template for your school and your students grade level

   Jr High (3 report card choices) – Check with your school to find out what your school uses

   High School (All Gr 10-12 students)

   b. Once your template is choosen input the correct school year (NOTE the school year defaults to the most recent that we have in PowerSchool, as of the beginning of February this will have next years school year as the default so make sure you input the correct school year)

   c. Input what term report card you want to look at

   d. Click Generate Student Report Card
4. The first time you will get the follow message on the bottom of your screen:

Just click on the word Always show and the report card will open in a new tab.
Jr/Sr High Parent/Student – Parent How to generate a Report Card
(For Android)

If Using your phone **MUST use a browser NOT the APP**

1. Go to the parent portal website on your phone [https://sis.pwsd76.ab.ca](https://sis.pwsd76.ab.ca)
2. Sign in using your parent sign in
3. Choose Exit to Main PS Site

4. If you want to Generate a REPORT CARD for a specific term on your left menu choose Report card icon
   a. From the drop down Choose the correct Template for your school and your students grade level

Jr High (3 report card choices) – Check with your school to find out what your school uses
High School (All Gr 10-12 students)
b. Once your template is chosen input the correct school year (NOTE the school year defaults to the most recent that we have in PowerSchool, as of the beginning of February this will have next year's school year as the default so make sure you input the correct school year)

c. Input what term report card you want to look at

d. Click Generate Student Report Card

5. The report opens in a new tab