How to Run Letters for Parent Portal

To Print Entire School:

Choose All from PowerSchool Start Screen

Pull Down to Print Report

Which report would you like to print? “00 How to Set up Parent Portal Account”

For Which Students? All Students in a Single Batch

In what order? (To print by classroom choose) By Period 1 class, as of this

Date (use today’s date)

Now go to bottom and hit Submit

When Report is Complete, Hit View

Download PDF, Open and Print.

To Print Smaller Groups:

Choose Group to Print from PowerSchool Start Screen

Pull Down to Print Report

Which report would you like to print? “00 How to Set up Parent Portal Account”

For Which Students? All Students in a Single Batch

In what order? (Choose whatever is best for your needs)

Now go to bottom and hit Submit

When Report is Complete, Hit View

Download PDF, Open and Print.