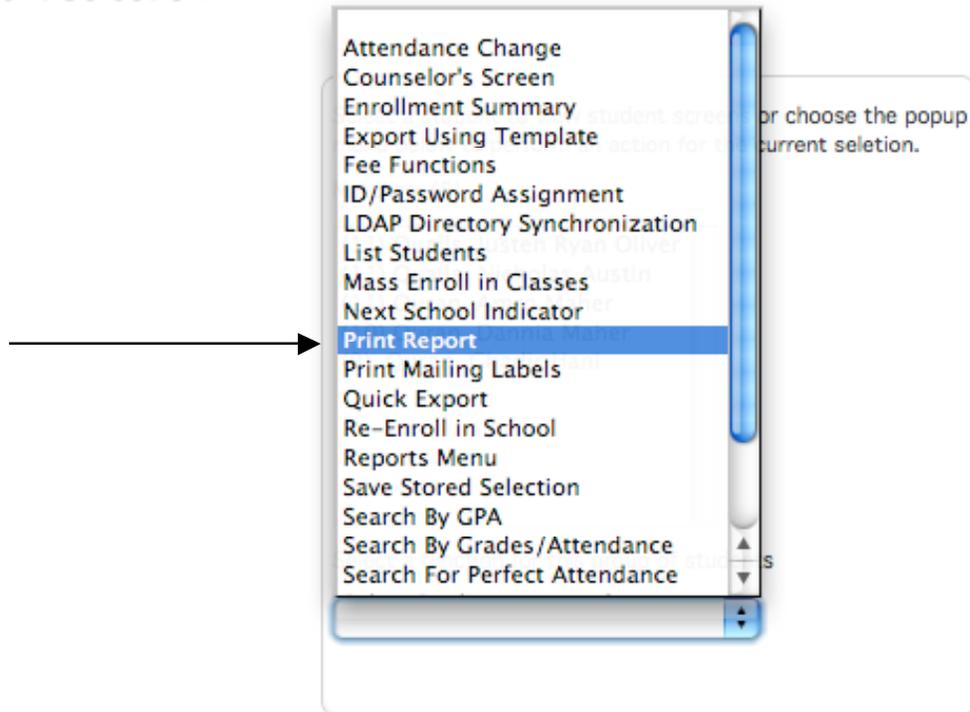


## Printing Parent/Student Portal Letters

1. Log in to PowerSchool: <https://ps.scsk12.org/admin>
2. Select the group of students
3. Choose **Print Report** from the Group Function box found beneath the list of students.

### Student Selection



4. In the **Which report to print** box, choose **Parent Portal Letter.1** or **Student Portal Letter.1** as needed.
5. Click **Submit**.
6. The **Report Queue – My Jobs** page will open and either *Pending* or *Running* will show under the status column for this report. When the status changes to *Completed*, click the **View** link to open the report in Preview.
7. Print the letters to send home.  
**NOTE:** Elementary schools will send the letters home with students in the weekly folders. Middle and High schools may bring the letters to the Central Office for folding and mailing.