



East Greenbush Central School District

ADMINISTRATION CENTER

29 Englewood Avenue, East Greenbush, New York 12061

Phone (518) 207-2528 Fax (518) 477-4833

Lisa Mahar, M.Ed.

Assistant Superintendent for Curriculum and Instruction

Dear Parents and Guardians of Students in Grades K-5,

This letter provides important information regarding the release and access of your child's academic report card.

Report cards will be sent via email and accessible in two phases:

1. **Initial Access (7-Day Window):** When report cards are released, you will receive an email from your child's school that contains a secure link to your child's report card. This link will remain active for seven days from the date the report card is released.
2. **Permanent Access (PowerSchool Portal):** Once the initial 7-day window closes, you will need to log in to the PowerSchool Parent/Guardian Portal to access the report card. To ensure you have all the necessary information for the Portal, you will receive an email from your child's school containing your access credentials (access id and access password) and instructions on how to set up your portal account.

We want to clarify what data is available within PowerSchool for our elementary students. For the duration of your child's elementary years (Kindergarten through Grade 5), the PowerSchool Parent/Guardian Portal will exclusively contain your child's **attendance records** and the **report card for the current trimester only**. Trimester 3 report cards will be permanently archived within the PowerSchool Portal for future reference and printing.

We appreciate your partnership and encourage you to keep an eye out for the emails containing the report card link followed by your access credentials and portal setup instructions.

If you have any questions regarding the content of the report card, please contact your child's teacher. For technical issues related to logging into PowerSchool after receiving the instructional email, please contact Portal Help at portalhelp@egcsd.org.

Sincerely,

Lisa Mahar