

Carl Sandburg parents and guardians,

I wanted to inform you of an issue we encountered with printing report cards at Carl Sandburg Middle School. The report cards will not be sent on Friday, March 7 as originally planned. Instead, we expect Carl Sandburg's report cards to be sent home on Friday, March 14. This issue will not impact the timing of report cards for students at other District 75 schools.

You can still check your child's grades on PowerSchool. If you have not created a PowerSchool Account, please see the directions below. If you have any questions about the PowerSchool parent portal, or you are having trouble logging in, please contact Dawn Brown via email at dbrown@d75.org.

We apologize for any inconvenience this may cause.

Sincerely,

Dr. Andrew Vondran, Principal
Dawn Brown, Attendance & Records Secretary

CREATING YOUR ACCOUNT FOR POWERSCHOOL

When you go to the parent portal for the first time, you will need to create an account.

To create an account, please do the following:

- select the **Create Account** tab to the right of the **Sign In** tab
- Click the **Create Account** button
- Fill out the top of the page, and then link your child/children to your account.
- To link a child:
- Enter the child's name, his/her access ID, and password
- Select your relationship to him/her from the drop-down menu.
- Click **OK** at the bottom of the screen, and that's it!