

Accessing Archived Student Reports in the Parent Portal


1. Log in or create a PowerSchool parent portal account:

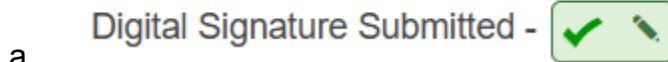
<https://plymouth.powerschool.com/public/>

- a. If you do not have a parent account, you will need an Access ID and Access Password to create an account and tie your student to it. This information was sent out at the beginning of the school year. You may reach out to your school's secretary for the Access ID and Access Password or create a ticket at <https://plymouthk12.gofmx.com/login>
 - b. **NOTE:** Only student contacts in PowerSchool will be given this information.
2. Once logged in, navigate to the top left of the screen to select the student you wish to see (only applies if you have multiple students in the district)
 3. In the left navigation bar, find and click "Student Reports"

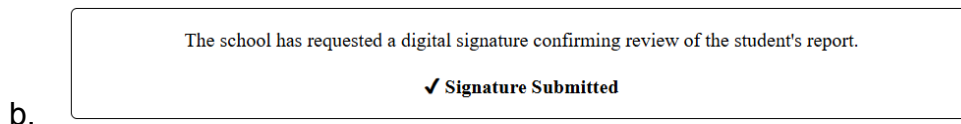
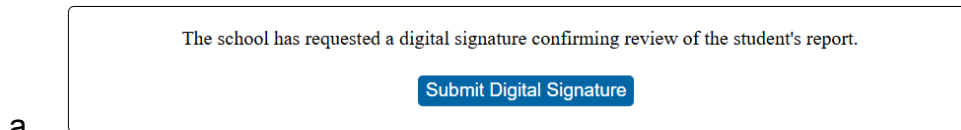


- b. Any archived reports can be found here.
4. If a report has a digital signature requested, you will see a warning symbol with a pen next to it to the right of the report name.

Digital Signature Requested - 



5. To view a report, click the title.
6. If a digital signature is requested, click "Submit Digital Signature" at the top of the report once you have reviewed the report.



NOTE: Archived reports can only be viewed in a web browser. The PowerSchool App will **NOT** work.