



**Hauser Junior High School**  
**65 Woodside Road**  
**Riverside, Illinois 60546**  
**[www.district96.org/hauser/](http://www.district96.org/hauser/)**  
**Telephone: 708-447-3896 ♦ Fax: 708-447-5180**

November 17, 2011

Dear Hauser Parents:

The PowerSchool Parent Portal has allowed you to access your child's grades online and now we are using this capability to report trimester grades online, instead of sending a paper report card home. We are excited about this paperless opportunity, but will need your help in making this manner of reporting effective for you and your child. Please note: Year-end report cards will be issued in paper form, as in the past.

To access your child's first trimester final grades, follow these simple directions:

1. WAIT until Sunday, November 20 at 8:00 a.m. Grades will not be finalized until this time.
2. Access the PowerSchool Parent Portal as you normally do. If you have misplaced your login/password, please contact the Hauser office.
3. On the home screen you will see the final grade for each course.
4. First trimester attendance will be located at the bottom of the home screen.
5. In order to view the comment codes, click on the trimester final grade and the comments will appear under "Teacher Comments." Comment descriptions are as follows:

01 Commendable Effort	04 Commendable Conduct
02 Satisfactory Effort	05 Satisfactory Conduct
03 Unsatisfactory Effort	06 Unsatisfactory Conduct
6. In order to view detail regarding all trimester assignments, click on the trimester final grade and assignment details will appear below the teacher comments.
7. Your child will bring home a report card envelope, as has been done in the past—only this time the envelope *will not* contain a paper report card. It *will* contain your child's 2011 ISAT report and a paper copy of this letter that provides directions for accessing your child's first trimester grades online.
8. Please sign the label on the report card envelope indicating that you have accessed your child's first trimester grades online (and check the appropriate box).
9. If you do not have online access, check the box indicating that you would like to receive a paper report card.
10. Signed report card envelopes are due back to Hauser no later than Monday, November 28.

All comments and suggestions about our new paperless report card will be appreciated. It is important for us to know how well this works for you. Again, please remember that you *will* receive a paper report card in June that indicates the grades for all three trimesters and final grades for the school year. If at any time (prior to June) you require a paper report card, please notify the Hauser office and one will be printed for you. Thank you for helping us transition to what we expect will be an improved process for all.

Sincerely,

Leslie Berman

**Riverside Public School District 96**

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