

## How to View report cards for students in grades 5-12

1. Logon to PowerSchool using the credentials that you created.
  - a. <https://powerschool.columbiabsd.org>
2. Once logged on, Scroll down to the bottom and click on the link called “DocumentLOK” on the left side navigation menu.

The screenshot shows the PowerSchool SIS interface. On the left, the navigation menu has 'DocumentLOK' highlighted with a red box. The main content area displays a table of student report cards. The table has columns for District Code, Class, Description, and various report card metrics. A legend at the bottom explains the attendance codes used in the report cards.

District Code	Class	Description	Report Card Metrics
B2A(M-F)	Math 7	Math 7	F 42, D- 60, F 57, D- 80
B2B(M-F)	Social Studies 7	Social Studies 7	D+ 67, D- 60, F 35
3L1-3L2(M-F)	Technology Education	Technology Education	D 66
3L1-3L2(M-F)	Music App 7	Music App 7	F 54
3L1-3L2(M-F)	Understanding our Digital World	Understanding our Digital World	F 57
3L1-3L2(M-F)	Art 7	Art 7	
3L3(M-F)	Lunch	Lunch	
3L4-3L5(M-F)	Phys Ed 7	Phys Ed 7	
3L4-3L5(M-F)	Research Skills 7	Research Skills 7	F 48
3L4-3L5(M-F)	Financial/Digital Literacy	Financial/Digital Literacy	D 64
B4A(M-F)	Focus 7- ELA	Focus 7- ELA	F 30, D 63, F 52, F 39
B5(M-F)	Content Monitoring	Content Monitoring	
PM(M-F)	PM Attendance	PM Attendance	

Legend  
Attendance Codes: Blank=Present | A=Absent | AAM=Absent AM | APM=Absent PM | EA=Excused Absence | EAM=Excused AM | EPM=Excused PM | T=Tardy | TE=Tardy Excused | ISS=ISS Suspension | SAM=AM ISS | SPM=PM ISS | OSS=OSS Suspension | OSSP=OSS PM | DN=Dismissed by Nurse | HB=Homebound | OP=Outside Placement | FT=Field Trip | ET=Educational Trip - Parent | WC=Work Crew | JS=Job Shadow | ED=Early Dismissal

3. Double-click on the picture icon to the right of the appropriate report card and the report card will open.

The screenshot shows the PowerSchool SIS 'Student Documents' page. The 'Q3 Report Card' row is highlighted. The 'View' button in the 'Actions' column is highlighted with a red box.

Campus ID	Class Of	Description	Document Type	Creation	Actions
2 Hill Middle School	2025	Q3 Report Card	Report Card	4/20/2020 3:07:04 PM	View
2 Hill Middle School	2025	Q2 Report Card	Report Card	2/19/2020 1:47:31 PM	View
2 Hill Middle School	2025	Q1 Report Card	Report Card	11/15/2019 9:19:56 AM	View