




Printing Elementary Report Cards From the TSC PowerSchool Parent Portal



1. From any TSC school or the district homepage: <http://www.tsc.k12.in.us> click on the link in the right side bar.
2. Log in using the username and password that you have created. If you do not remember your login information, use the 'Having trouble signing in?' link, or contact your child's school.
3. Select the student you wish to print a report card for – by clicking on the student name in the blue bar.




4. In the left side bar, click on the  Report Card  link. Clicking on the Report Card will open the report card as HTML. Clicking on the PDF icon will open it as a PDF.
5. Depending on which one you click on, either will have a print option. See below for the differences.

HTML Printing  Report Card

If you clicked on the Report Card -

You can print by using the file menu and selecting print OR CTL+P, or you may have a printer icon in your browser window.

PDF Printing 

If you clicked on the PDF icon next to Report Card -

You can print by clicking on the printer icon in the upper left corner.

If they don't print out correctly, you may have to change your printer settings to print as LANDSCAPE, instead of Portrait. Each printer will vary on where this setting is located.

The Report Card option may not be available at all times. The grades may not print all the time, they will only print after the grading term and grades have been finalized.