



Bishop Chatard Parents/Guardians: The PowerSchool Parent Portal is OPEN

Please login to your parent portal and complete the Annual Update Form by Friday, August 15, 2025!

(If you have a freshman or transfer student, a separate email will come with more detailed instructions on how to create a parent portal (if needed) and complete the annual update form.)

#### Helpful Hints:

1. You can't complete the Annual Update on the app. It must be done on the website.
2. It is easiest to complete on a laptop computer and not a phone.
3. Only ONE parent/guardian needs to fill out the annual update.
4. The update needs to be completed for each student at Bishop Chatard. You can navigate between students by using the tabs at the top left after you log in.
5. If you log in and your portal says disabled, you may need to wait until your grade school opens their portal.
6. **Forgot your username or password?** Select "forgot username or password" on the bottom of the sign-in page and follow the instructions. Note: You might not receive the reset information immediately; it could take several hours. Also, always check your spam folder.
7. If you are still having trouble logging into the PowerSchool Parent Portal, please contact Allison Mayer at [amayer@bishopchatard.org](mailto:amayer@bishopchatard.org)

#### Visual Instructions on how to complete the Annual Update:

1. Log in to the website at [archindy.powerschool.com/public](http://archindy.powerschool.com/public)
2. Click on Annual Update Form in the bottom left hand corner
3. Complete the update
4. Be sure to hit submit
5. If you need to complete a form for another student, you can find them in the upper left hand corner
6. Be sure to hit 'Submit' on the summary page.