

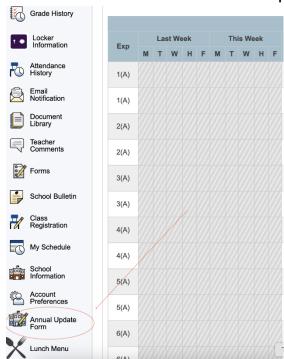
Bishop Chatard Parents/Guardians: The PowerSchool Parent Portal is OPEN Please login to your parent portal and complete the Annual Update Form by Friday, August 15, 2025!

(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

Visual Instructions on how to complete the Annual Update:



- 1. Log in to the website at archindy.powerschool.com/public
- 2. Click on Annual Update Form in the bottom left hand corner
- 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.

