

PowerSchool Instructions

Bishop Chatard Parents/Guardians: The PowerSchool Parent Portal is OPEN. Please log in to your parent portal and complete the Annual Update Form by August 30, 2026!

If you have a freshman or transfer student, a separate email was sent 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

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

 Grade History

 Locker Information

 Attendance History

 Email Notification

 Document Library

 Teacher Comments

 Forms

 School Bulletin

 Class Registration

 My Schedule

 School Information

 Account Preferences

 Annual Update Form

 Lunch Menu

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



A screenshot of the PowerSchool SIS interface. At the top, a dark blue navigation bar contains the names 'Bridget', 'Lily', 'Lucille', and 'Thomas'. The name 'Bridget' is highlighted with a red oval. Below this bar, on the left, is a 'Navigation' sidebar with two options: 'Grades and Attendance' (with a calendar icon) and 'Missing' (with a calendar icon and a red 'X'). The main content area on the right is titled 'Grades and Attendance:' in large, bold, black text. Below this title, there is a search box containing the text 'Grades and Attendance'.

6. Be sure to hit submit on the Summary page!