

PowerSchool Parent Portal: Accessing Attendance Letters

Accessing Attendance Letters In The PowerSchool Parent Portal

Note: Attendance letters are not accessible through the PowerSchool iOS and Android applications. Please use a computer or the internet browser on your smartphone to view the reports.

1. Open an internet browser.
2. Navigate to the district homepage at www.somds.k12.nj.us.
3. Select Quick Links > Parents > PowerSchool.
4. Enter your username and password in the appropriate fields.
If you do not have a parent portal account or forget your login credentials, please view our parent portal support webpage by [clicking here](#). You can also email parentportalhelp@somds.k12.nj.us for assistance.
5. Press the Sign in button.
6. Select **eDocuments** on the left navigation menu.
7. Select **Daily Attendance Letters or Class Attendance Letters (CHS Only)** .
8. Select the desired attendance letter..
9. A new tab will open in your browser and will display a PDF copy of the letter.