

How to Access Your Child's Report Card/IEP

Note: Report cards will be sent to each student's individual school email account, student#@pdsb.net

If parents are unsure about the login information for their child's email address, please contact your child's teacher or [email your school](#).

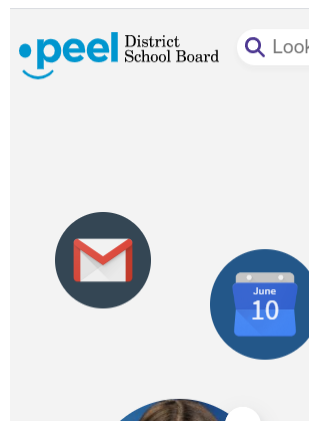
STEP ONE

Login to the main BYOD page using the child's school email account (student#@pdsb.net): <https://byod.peelschools.org/>

STEP TWO

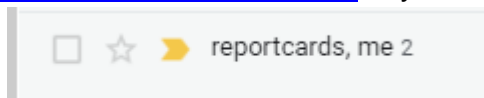
On your child's [BYOD page](#), click on the red and white Gmail icon.

Note – this may be a different method than the emails you may have been receiving from your child's teacher.



STEP THREE

Once you've opened the Gmail application, you should see an email from reportcards@peelsb.com in your Inbox that looks like this:

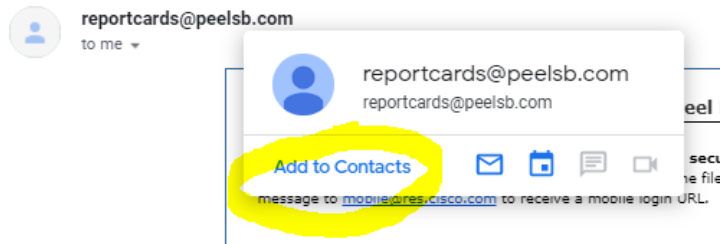


STEP FOUR

When you open the email, start by add that email address to your child's email list of contacts.

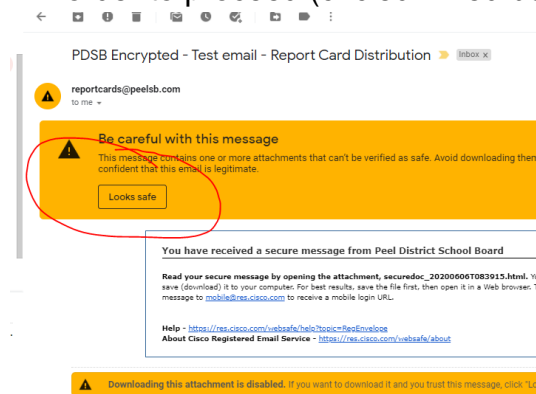
You can do that by clicking on the email address (sometimes using right click, sometimes left - try both).

PDSB Encrypted - Test email - Report Card Distribi



STEP FIVE

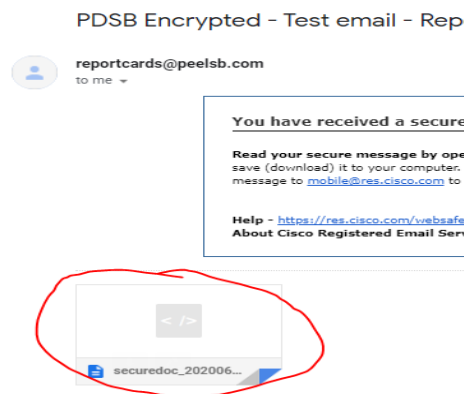
Once you've added the email address to your contacts, you may see an alert in a yellow rectangle at the top of the email, titled *Be careful with this message*. Click on the "Looks safe" button in this section in order to proceed (circled in red below).



STEP SIX

You will be required to click on the file that is attached to the email (circled in red below) – this attachment is known as the "Encrypted Email" and will include your Report Card/IEP. Open the secure attachment.

Please note that some internet browsers and/or computers may request for you to download this file prior to opening it.



STEP SEVEN

Once you click on the attachment, you should see a new screen titled “Registered Envelope Service” (shown below). This screen will also show the student’s email address. Please click on the “Open” button.

Please note that you may have to wait a couple of minutes until the “Open” button appears. Please wait for the page to load and do not click the refresh button.

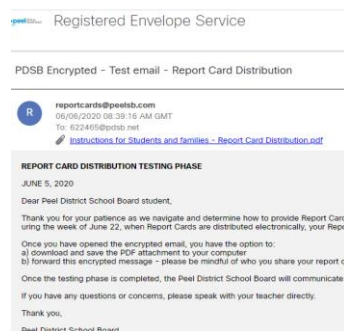


STEP EIGHT

Once you’ve clicked “Open”, it will take you to the Encrypted Email that contains your Report Card/IEP. You will find the Report Card/IEP attached to the email in a PDF format.

You have the option to:

- View, download and save the PDF attachment to your computer
- Forward this encrypted message – please be mindful of who you share your report card information with. It should only be forwarded to a parent/guardian.



Important note:

Please contact your child’s teacher if you require assistance. A reminder that the email containing the Report Card/IEP will be sent to your child’s school Gmail account -- it will NOT be sent through Brightspace, Seesaw or any other platform.