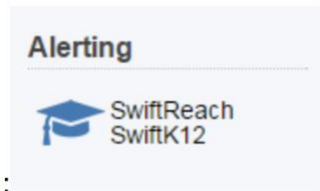


**To access:**

Log-in as you would normally to your personal PowerSchool Account. Please note that the letters cannot be accessed through the PowerSchool Mobile App. This must be done through a web browser. The suggested web browsers are Firefox and Chrome. Some parents have found it reduces errors if you clear your cache and cookies in your browser preferences first.

Click on **SwiftK12** in the upper left corner of the page.



The screenshot shows the PowerSchool SwiftK12 interface. The top navigation bar includes 'Home', 'Contact Information', and 'Alert Preferences'. The left sidebar contains 'Alerting', 'SwiftReach SwiftK12', 'Navigation', 'Email Notification', 'School Information', and 'Account Preferences'. The main content area is divided into three sections: 'RSS Feed', 'Documents & Files', and 'Recent Alerts'. The 'Documents & Files' section contains a table with one entry: '8/11/2017 Harrington Assignment Letters'.

Date	Name	Description
8/11/2017	Harrington Assignment Letters	

In the top left-hand corner select your student or students' name and you will see your school Assignment Letters in your Documents & Files. Click on the letter icon to open/download the letter.

This screenshot is identical to the previous one, showing the same PowerSchool SwiftK12 interface. The 'Recent Alerts' section is highlighted, showing a table with two entries.

Date/Time	Category	Name	Action
8/10/2017 4:21:27 PM	General Information	Harrington Assignment Letters	<a href="#">View Content</a>
8/8/2017 3:02:18 PM	General Information	Harrington with SSO Account	<a href="#">View Content</a>