

ParentPortal Information Sheet

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main Menu

Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application. The navigation bar includes the following information:

Field	Description
[PowerSchool Logo]	Click to return to the start page.
[Main Menu]	Contains links to PowerSchool Parent Portal functions. For more information, see <i>Main Menu</i> .
[Student Tabs]	The first names of the students associated with your parent/guardian account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. For more information, see <i>Account Preferences</i> . If you click the name of a student and the message "Student information is not available at this time." appears, contact your school.
[Your Name]	The first and last name of the person logged in.
[Login]	In an effort to ensure that your account is secure and your information is protected, the date and time of the last time you logged in appears next to your name. If you hover over the date and time, you can view how your last session ended – by logging out, timing out, or logging off due to multiple concurrent logins. You will not see how your last session ended if it ended for any other reason, such as a server reset. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
[Printer Icon]	Click to print a printer-friendly version of the page you are viewing. Additionally, the page includes the name of the selected student and the school and school district for that student.
[Help Icon]	Click to view page-specific online help.
Logout	Click to log out of PowerSchool Parent Portal.

Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following functions:

Field	Description
Grades and Attendance	<p>Click to view student grades and attendance for the current term.</p> <ul style="list-style-type: none"> • To view attendance data for dropped classes, click Show dropped classes also. • To send an e-mail to a teacher, click the name of the teacher. • To view grade details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser Back button to return to the Grades and Attendance Page. • To view the absences or tardies for the selected class during this term, click a number in the Absences and Tardies column. • To view the absences for all classes during this term, click a number in the Attendance Totals row. Use the browser Back button to return to the Grades and Attendance page. • To view total absences or tardies for the semester or for the year-to-date, click a number in the Absences or Tardies column in the Attendance by Day section. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date. Use the browser Back button to return to the Grades and Attendance page.
Grades History	<p>Click to view student grades for the previous term.</p> <p>Click a grade in the % column. The Class Score Detail appears.</p> <p>A caret (^) indicates score is exempt from final grade. An asterisk (*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher.</p>
Attendance History	<p>Click to view attendance history for the current term. The legend at the bottom of the page displays the attendance codes and their meanings.</p>
Email Notification	<p>Click to set the e-mail notifications you can receive on a regular basis.</p> <ul style="list-style-type: none"> • What information would you like to receive? <ul style="list-style-type: none"> ○ Summary of current grades and attendance ○ Detail report showing assignment scores for each class ○ Detail report of attendance ○ School announcements ○ Balance Alerts – does not include lunch balance. • How often: (Specify the rate at which you want to receive the selection information from the pop-up menu. • Email Address (Display only the email address associated with your parent/guardian account. The selection information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address • Additional Email Addresses: Enter additional email addresses that you want the selected information to be sent to. Separate multiple addresses with commas. • Apply these settings to all your students? Select the checkbox to apply the email preferences to all students associated with your parent account • Send now for [Student Name] Select the checkbox to receive the selected information immediately.

	Click Submit . The Email notifications page appears. A confirmation message appears indicating the changes were saved.
Teacher Comments	Click to view any teacher comments. Also, Discipline Incidents can be viewed from this screen.
School Bulletin	The School Bulletin page displays any messages for the current day. TO view another day's bulletin, click a date link at the bottom of the page.
Class Registration	Click to view course requests.
Balance	If your school uses the Fees feature in PowerSchool, any outstanding fees are displayed on this page. NOTE: School lunch balances are NOT available on this page.
My Calendars	Click to subscribe to specific homework and event calendars. NOTE: In order to use My Calendar, you must first have iCal installed on your computer. You will need Mac OS X Version 10.2.3 or later to use iCal. For information, visit www.apple.com/ical
Account Preferences	Notice the two tabs at the top of the page " Profile " and " Students ". The Profile tab provides you with the ability to manage your parent/guardian account information, including your name, user name, password, and email address. The Students tab allows you to add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account. To remove a student associated with your account, contact your school.

Please contact your student's school if you have any questions.