

PowerSchool SIS: Student and Parent Portals

Quick Reference Card

1. Click **Contact Search**
2. Enter information about the contact such as the first name, last name, or email address
3. Click **Search**
4. In the Search Results section, click the name of the contact
5. On the Contact Details page, scroll to the Students section and click **Add Students**
6. In the Add Students window, enter the student's last name
7. Click the search icon
8. In the Search Results section, select the check box next to each student to be associated to the adult's account
9. Select the adult's relationship to the student(s)
10. Click **Submit**
11. At the bottom of the Contact Details page, click **Submit**

2. Click the Create Account tab
3. Click **Create Account**
4. Enter first name, last name, and email address
5. Create a username and password
6. Enter the student's name, access ID, access password, and the parent's relationship to the student
7. Click **Enter**

Once the account is created, parents use their account information to sign in to either the portal or the app.

Navigate the Portals

Students and parents use the icons on the Navigation menu to view student and school information. The availability of the School Bulletin and Balance icons is based on the portal preferences settings set at the district level.

Grades and Attendance

Click the Grades and Attendance icon to keep track of final grades and attendance totals for the current term. This is the term defined on the Current Grade Display page. Click a final grade to view the Class Score Detail page. Click any assignment that appears as a blue link to view additional details. On the Grades and Attendance page, click **Show dropped classes also** to view any dropped classes. If your school uses standards grades, click the Standards Grades tab to view those grades. Click the numbers in either the Absences or Tardies columns to view the days that the student was absent or tardy.

Student and Parent Sign In

Students enter the student username and student password provided by their school to sign in to PowerSchool SIS Student and Parent Portals and PowerSchool Mobile. Students can see only their personal account information.

Before parents can sign in to PowerSchool SIS, they must create a parent account. Parents can add multiple students from different schools within the district to their accounts. Each parent account is unique, and usernames and passwords are not shared among parents.

Parents create an account by following these steps:

1. Use the same web address as students to get to the "Student and Parent Sign In" page

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Grade History

Click the Grade History icon to view the student's courses listed by term, including the grade, score, citizenship grade, and credit hours. Click a grade percentage to access the Class Score Detail page. If available, click **View Graduation Progress** to see the student's progress in completing graduation requirements. The View Graduation Progress link appears only if the Graduation Planner Setup settings have been set up at the district office, assigned to students, and made visible in the portal at the school level.

Attendance History

Click the Attendance History icon to view an attendance grid for the current term. The grid is divided by course name and week. Absences, tardies, and other codes are explained in the legend at the bottom of the page.

Email Notification

A parent can click the Email Notification icon to modify what information she receives via email from PowerSchool SIS, and how frequently the emails will be sent. Enter additional email addresses in the Additional Email Addresses field. Separate additional addresses with commas.

Teacher Comments

Click the Teacher Comments icon to view general comments regarding the student. Comments are listed to the right of the teacher's name. To send an email to a teacher, click the teacher's name.

School Bulletin

Click the School Bulletin icon to read today's announcements. Click the calendar at the bottom of the page to show past or future announcements.

Class Registration

During certain times of the year, use the Class Registration icon to request courses for the next school year. The option is not available all year, but the PowerSchool SIS administrator often activates registration during the second semester. Click the pencil icon to select a course. Submit the form when you've selected all courses. To view requested courses, click **View Course Requests**.

Balance

Click the Balance icon to review lunch and fee transactions, as well as a student's current fee balances.

My Schedule

View a student's current schedule based on periods and school days, or choose a matrix view that includes a class list.

School Information

Use the School Information icon to view the school's address, phone number, fax number, and a map of the facilities.

Account Preferences

Parents can click the Account Preferences icon to modify their name, email, username, and password information on the Profile tab. On the Students tab, parents can add students to their account.

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PowerSchool Mobile

PowerSchool Mobile is available to students and parents to download at no cost. Just like PowerSchool SIS Student and Parent Portals, one app provides access for both students and parents.

After installing the PowerSchool Mobile app, students and parents take the following steps:

1. Enter the four-digit district code and the same username and password they use for PowerSchool SIS Student and Parent Portals
2. Tap **Sign In**

Once signed in to PowerSchool Mobile, select options from the menu to view information about grades, assignments, attendance, and more.