



JPS PARENT INFORMATION

For more information regarding any of the following topics, please select the link to be directed to the specific section.

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PowerSchool Parent Portal

The PowerSchool Parent Portal is where you can check your student's grades and attendance, find academic records such as report cards, and sign up for Parent Teacher Conferences. To view the PowerSchool Parent Portal, please use your web browser to access the following link:

<https://powerschool.jpsonline.org/public/home.html>

Please note that an active account linking you to your student is required for access!

Creating a PowerSchool Parent Account

To access the PowerSchool Parent Portal, you must first create an account by toggling to the **Create Account** tab and selecting the **Create Account** button.

Learn more.'. At the bottom right of this section is a blue button labeled 'Create Account' with a purple circle and the number 2 next to it. At the bottom of the page is a white box with the text 'Welcome to the 2022-2023 School Year!'." data-bbox="175 280 825 692"/>

JENISON
PUBLIC SCHOOLS

PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account** 1

Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account 2

Welcome to the 2022-2023 School Year!

You will need the following information in order to set up your account.

- **First Name**
- **Last Name**
- **Email** - This is the email address to which you will receive student notifications.
- **Username** - You can choose your desired username.
- **Password** - A minimum of 8 characters is required.

Create Parent Account

Parent Account Details

First Name	William
Last Name	Wildcat
Email	williamwildcat@gmail.com
Re-enter Email	williamwildcat@gmail.com
Desired Username	wilwildcat
Password	 Strongest
Re-enter Password	

The next section of the page will ask you to link students to your account.

Linking Students to your PowerSchool Parent Account

As part of the account creation process, you will be asked to link your JPS students with your account.

In addition to your student's name, you will need to also include your student's **Access ID** and **Access Password** (generally random strings of letters and numbers). Choose your relationship with the student from the dropdown menu.

If you do not have this information, please reach out to your student's building directly, and the office staff will be able to assist you.

You may also submit a request via the [JPS Student Help Portal](#).

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship

-- Choose

2

Student Name

Access ID

Access Password

Relationship

-- Choose

You may repeat these steps for multiple students. When finished entering any students you wish to link to your account, select the **Enter** button in the lower-right corner of the window.

Once you have created your account and linked your selected students, you will be directed to a login screen. Using your newly created **Username** and **Password**, you may login into the PowerSchool Parent Portal.

Linking Additional Students to your Parent Account at a Later Date

**Please note that this must be done from a web browser,
as it will not process correctly with the PowerSchool Mobile App!**

If you need to link additional students to your PowerSchool Parent account after your initial setup, please take the following steps.

After you have logged into your parent account via the [PowerSchool Parent Portal](#), select **Account Preferences** from the left-hand navigation.



Toggle to the **Students** tab and select the blue **Add** button.



Enter the additional student's name, as well as their **Access ID** and **Access Password** (generally random strings of letters and numbers). Choose your relationship with the student from the dropdown menu.

If you do not have this information, please reach out to your student's building directly, and the office staff will be able to assist you.

You may also submit a request via the [JPS Student Help Portal](#).

A modal window titled "Add Student" with a close button (X) in the top right corner. Inside the modal is a section titled "Student Access Information" containing four input fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu currently showing "-- Choose". At the bottom right of the modal are two buttons: "Cancel" and "OK".

When finished entering the student you are linking to your account, select the **OK** button.

If you have multiple students currently enrolled with Jenison Public Schools, you may toggle between them in the blue bar located across the top of the page.

Navigating within your PowerSchool Parent Account

The left-side navigation bar allows you to find various information regarding your student.

Grades and Attendance Select to view student grades and attendance for the current term.	School Bulletin Select to view the current school bulletin
Missing Assignments Select to view anything in the gradebook that has been marked as “missing” for your student.	Account Preferences Select to manage your PowerSchool Parent Account preferences or to add additional students.
Grade History Select to view student grades from the previous term.	Student Reports View report cards, student lunch schedules, and more.
Attendance History Select to view attendance history for the current term.	

PowerSchool Parent Account Preferences

Selecting **Account Preferences** from the left-hand navigation once logged into your account will allow you to change your preferred email address, username, and password associated with your PowerSchool profile.



Account Preferences - Profile

Profile

Students

If you want to change the e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username or password. To change your name, please contact the school administrator.

First Name:

William

Last Name:

Wildcat

Account Email:

williamwildcat@gmail.com

Select Language

Select a Language

Username:

wilwildcat

Current Password:

New password must:

• Be at least 8 characters long

Cancel

Save

If you need to link additional students to your PowerSchool Parent account after your initial setup, you can also do so here. Please access those instructions at the following link: [Linking Additional Students to your PowerSchool Parent Portal at a Later Date](#).

PowerSchool Mobile App



The PowerSchool Mobile App is accessible via the Apple App Store or the Google Play Store, linked below.

[Apple App Store](#)

[Google Play Store](#)

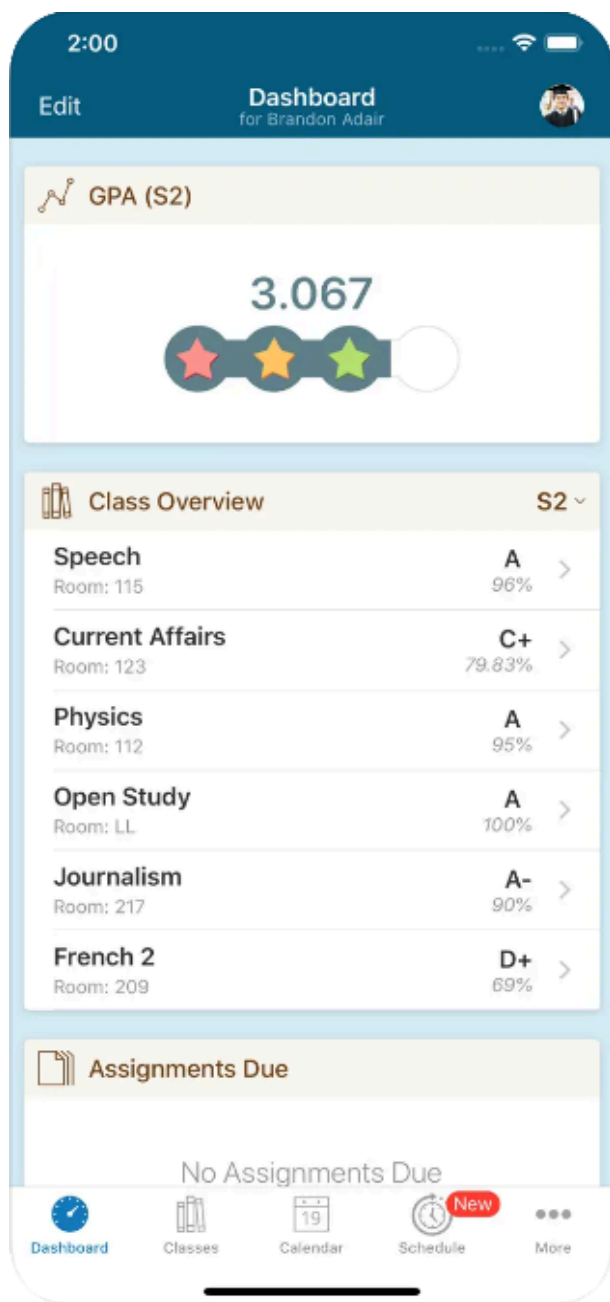
Once you have downloaded the PowerSchool Mobile app onto your device, launch it, and it will ask for your district code. The **District Code** for Jenison Public Schools is **MLZM**.

Next, log in with your previously created PowerSchool Parent account **Username** and Password. **As a reminder, your Parent Account must be first created within a web browser!**



PowerSchool Mobile App Interface

The PowerSchool App provides quick, real-time access to your student's information on the go. You can select between the tabs at the bottom of the screen.



Toggle Between Students

Select the student icon in the upper-right corner to select between linked students in your PowerSchool Parent account.

Edit

Customize the information you see on your dashboard by toggling individual information sections on or off, as desired.

Dashboard

You can quickly access everything in one place online, including class overviews and attendance, graded and outstanding assignments, and school bulletins.

Classes

Students and families can get the information they need quickly regarding absences, grades, and missing assignments, all on the go.

Calendar

Important due dates and assignment details help students and families to stay on track.

Schedule

Students and families can see what classes are assigned at what time, as well as room location.

The PowerSchool Mobile app is great for regular progress checks for your students. **Changing account access, updating student information, adding additional students, or scheduling parent teacher conferences, however, should be done via a web browser and the [PowerSchool Parent Portal](#) website.**

PowerPTC Parent Guide

PowerPTC is linked with PowerSchool to allow parents easy access through the PowerSchool portal. Please see directions at the following link on how to access this system: [PowerPTC Parent Guide](#).

Reporting Absences Online through the PowerSchool Parent Portal JENISON HIGH SCHOOL & JENISON JUNIOR HIGH ONLY!

Parents/Guardians of students attending Jenison High School and Jenison Junior High School now have the option of submitting their student's absences via the online [PowerSchool Parent Portal](#).

Absences can be reported up to **10 days in advance** and **2 days prior** to the current day for any unexcused absences. Any dates outside of this window will require the parent/guardian to call the main school office for their student. If there is a change in a reported absence, the future absence can be edited through the PowerSchool Parent Portal, as well. To report an absence in the PowerSchool Parent Portal, please complete the following steps.

From the Public Portal, select **Attendance Monitor** from the left-hand navigation menu. Then, select the **Report Attendance** tab. The following screen will appear.

The screenshot shows the 'Create Attendance Report' form. It includes fields for 'Student Name' (Stein, Kelsey), 'Absence Date' (05/03/2021), a dropdown for 'What is the reason for the absence?' (set to '-- Please Select --'), a dropdown for 'Is this absence for the whole day?' (set to 'Yes'), and a large text area for 'Explanation'. A 'Submit' button is located at the bottom right. A tooltip for the date field reads: 'Leave second date empty if only reporting single day absence.'

Next, select **Report New Attendance**.

You will need to enter the **Absence Date**. *Leave the second date blank in order to report an absence for the current day only.*

Select the appropriate response from the **What is the reason for the absence?** drop-down menu.

Additionally, select **Yes** or **No** in the **Is this absence for the whole day?** drop-down menu.

If **No** is selected, the user will be prompted to enter the **Time Range**.

Parents are **REQUIRED** to enter an explanation in the **Explanation** textbox. If Illness is selected, the parent is required to include symptoms (fever, cough, sore throat, vomiting, diarrhea, and/or COVID) . *If this step is not completed in a thorough manner, the attendance secretary will reach out for further explanation.*

After all the information is entered, select **Submit**.

Parents will receive an email notification upon submitting online reported absences.