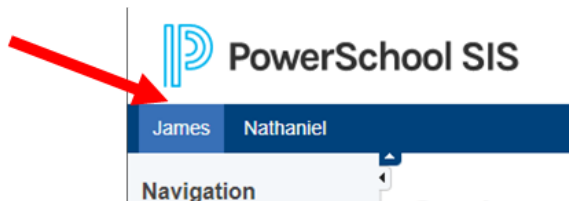


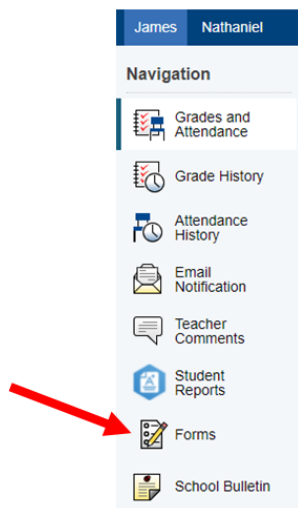
Updating FERPA Notice in PowerSchool Parent Portal

There are known issues when using Internet Explorer. Please use a different browser such as Chrome, Safari, Firefox, etc...

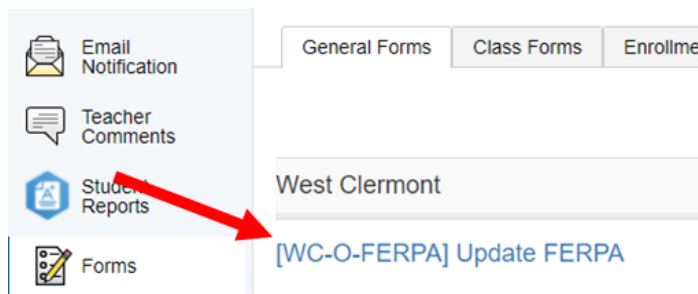
- 1) Log in to PowerSchool via <https://westclermont.powerschool.com/public/>.
- 2) Click on the student name on the top left that you are updating.



- 3) Click on "Forms" on the left navigation panel.



- 4) On the "General Forms" tab click on "[WC-O-FERPA] Update FERPA".



- 5) Make your FERPA designation and click "Submit".

A screenshot of the FERPA designation form. The form has a title 'Please make your designation below and click "Submit".' and a red asterisk. Below the title are two radio buttons: 'I DO want my child to be included in directory information' (selected) and 'I DO NOT want my child to be included in directory information'. At the bottom of the form are two buttons: 'Save for Later' and 'Submit'. A red arrow points to the selected radio button, and another red arrow points to the 'Submit' button.