

# PowerSchool Guide for Parent/Guardians 2023-24

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## What is PowerSchool?

PowerSchool is a student information system that allows the district to manage grades, attendance, courses, and scheduling. The platform is web-based and information can be easily and securely shared with parents/guardians and students.

## What can I see inside the PowerSchool Parent Portal?

Parents/guardians will be able to access their students' grades for current classes for students in grade levels 6 - 12, all grade levels will be able to review attendance record for the trimester/semester, and access returning registration where you can make changes to your contact information and/or complete other school forms.

Please do not share ParentPortal Access ID information, it is specific to your child. Each child has a unique Access ID and Access Password. It is NOT their PowerSchool logon.

At times the email goes to spam, be sure to check your email spam folder.

## Links to various PowerSchool task instructions

Topic	Written directions (PDF) English
What link do I use to access Parent Portal	<a href="#">Link</a>
Instructions to Setup a Parent Portal account	<a href="#">Link</a>
Add Additional Students to an already existing ParentPortal	<a href="#">Link to PDF (Coming Soon)</a>
Parent Portal: Set up email notifications for grades and attendance ( <b>web</b> )	<a href="#">Link</a>
SchoolMessenger. Opt-In to SMS Text	<a href="#">Link to PDF</a>
Enrollment Express (New Registrations)	Link to PDF (Coming soon)
Enrollment Express (Returning Registration)	Link to PDF (Coming soon)

Need assistance, open a Tech Ticket	<a href="#">Link</a>
SIS ParentPortal Quick Reference Guide	<a href="#">Link</a>
Technology Webpage	<a href="#">Link</a>

## ParentPortal setup Instructions for Students and Guardians

When you create a PowerSchool ParentPortal account you will need the information found in the Access Code letter which was emailed to the primary guardian on file. If you have trouble please open a ticket and request a Parent Portal letter be sent to you with the Access ID and Password. Your child's school may be able to assist as well.

Most recent instructions are linked to the web here:

[https://resources.finalseite.net/images/v1692228845/plymouthk12ctus/fxusvqfs8ycuditbmr8t/CreatingaPowerSchoolParentPortalAccount\\_082023.pdf](https://resources.finalseite.net/images/v1692228845/plymouthk12ctus/fxusvqfs8ycuditbmr8t/CreatingaPowerSchoolParentPortalAccount_082023.pdf)

## SchoolMessenger Broadcast

What is SchoolMessenger.

Used for the Plymouth Public Schools broadcast system for Emergency closures, Weather related delays or closures, and attendance calls.

The system receives its contact information directly from PowerSchool each night.

SMS Text - To Opt-In to SchoolMessenger text, from your mobile phone you will need to text a Y to 67587.

It's a good practice to opt-in prior to the start of each year.

# Enrollment Express

## What is Enrollment Express?

A PowerSchool Add-On Module to assist with streamlining online enrollment and data collection to improve data accuracy within our PowerSchool Student Information System. It is used for newly enrolling students, and for returning students.

How do I access Enrollment Express for registration or returning registration.

**SNAPCODES are only used during the school year for PreK and K registration**

You will access Enrollment Express via ParentPortal. Note, this must be done online from a web-browser, not the PowerSchool Mobile App.

[Link to PDF](#) instructions (Coming soon)

[Link to Video](#) instructions (Coming soon)

## F.A.Q's:

***PowerSchool Parent Portal Access IDs are unique to each student.***

***Can other people see my son's/daughter's grades?***

- As long as you protect your ParentPortal username and password, others will not be able to see your information.

***What do I do if I forget my PowerSchool Parent Portal password?***

- Students; If you forget your username or password, please open a Tech Ticket or ask a secretary if they can assist.

- Parent/Guardians: If you forget your username and/or email associated with your ParentPortal account, please open a ticket. Otherwise, select forgot password.

### ***What can I view through the Parent Portal?***

#### ***Icon Definition***

- **Grades and Attendance** – Use this display as a detailed over view to locate any historical and current grades and attendance by class. Grades History – Displays all recorded final grades and the individual assignments from the instructor to substantiate that grade. **\*Viewable Grade 6 - 12 only \***
- **Attendance History** - This is a detailed display for the semester by period showing any absences or tardies.
- **E-Mail Notification** – Click on this icon to establish your e-mail connection with Plymouth Public Schools, for the purpose of receiving the updated reports that you elect.
- **Teacher Comments** – View comments that teachers have entered in PowerTeacher
- **School Bulletin** – May or may not be used in each school.

### ***What does the question mark (?) symbol mean in the upper right corner of the screen?***

- *This is the help text for the Parent Portal. At any time you need further assistance when viewing a screen, click the (?) symbol. Please use this frequently to search and find answers to your questions.*

### ***How do I log out of the Parent Portal?***

- *The best and recommended way to end the PowerSchool session is to click on the Logout rectangular button in the upper right corner of any screen.*

### ***Who should I contact when I have questions about my child's grades?***

- *Please contact your child's teacher. You can easily send an e-mail by clicking on one of the teacher's name links found in the Grades and Attendance or Teacher's Comments tab from the Parent Portal main page.*

### ***Who should I contact if I have questions about my child's attendance?***

- *Please contact the main office..*

***How quickly are student's grades entered into the Parent Portal?***

- *Each teacher is responsible for his or her own grades. When assignments are given, graded, and entered into the gradebook, the information is available to the parent **instantaneously**. **Some** major projects or papers may take several weeks to be posted, while some other assignment scores may be posted daily or weekly.*