

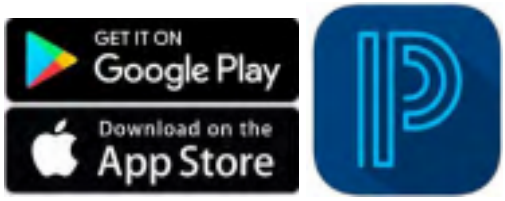
PowerSchool Parent Portal User Guide

PARENT PORTAL USER GUIDE

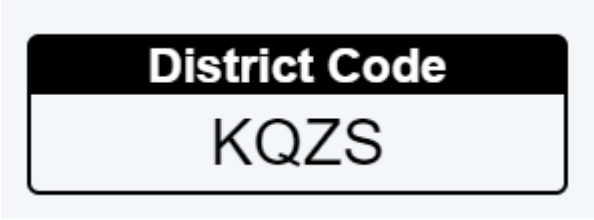
Access to the PowerSchool Parent Portal

The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Lawrence County Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar: **https://lawrenceco.powerschool.com/public/**.

Additionally, you can access the PowerSchool Parent Portal via the free mobile app available on both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.



In order to access the Lawrence CountySchools site via the mobile app, you will need to enter the Lawrence County district code as follows:



Creating a PowerSchool Parent Portal Account

To access the PowerSchool Parent Portal, you will need to create 1 (one) account to access the information for all children you currently have enrolled in Lawrence County Schools. Prior to creating your account, you are required to:

- Have an e-mail address
- Obtain an access ID and Password for each child you have enrolled in Lawrence CountySchools

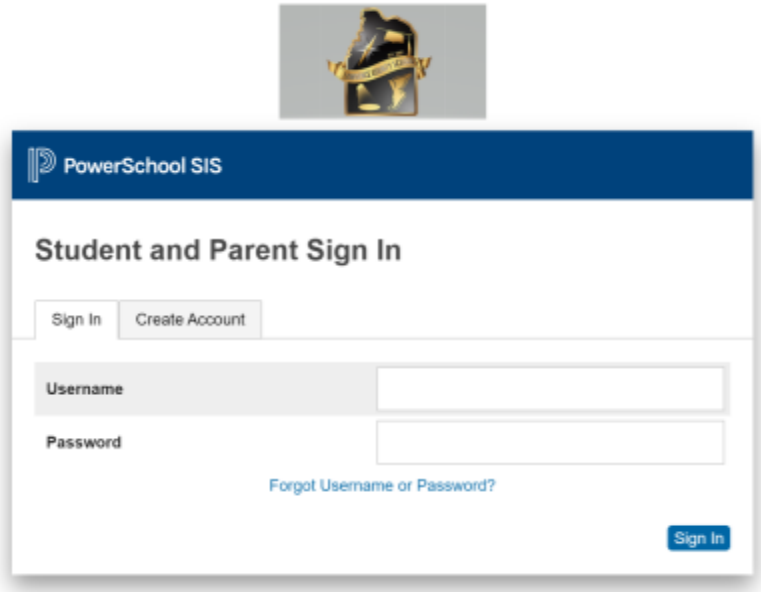
Your child(ren)'s school's administration can assist you with any of the above-referenced items.

IMPORTANT NOTE

To successfully register/create your Parent Portal account, the registration should be completed on a PC or laptop. Unfortunately, the registration cannot be completed on a mobile or tablet device.

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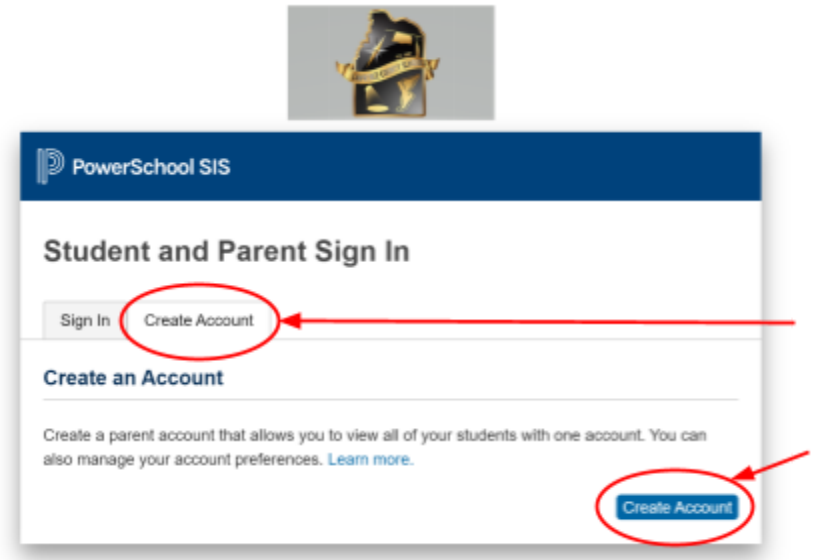
Step 1: Access the LCS Parent Portal webpage



Step 1: Access the Lawrence County Schools PowerSchool Parent Portal at https://lawrenceco.powerschool.com/public/.

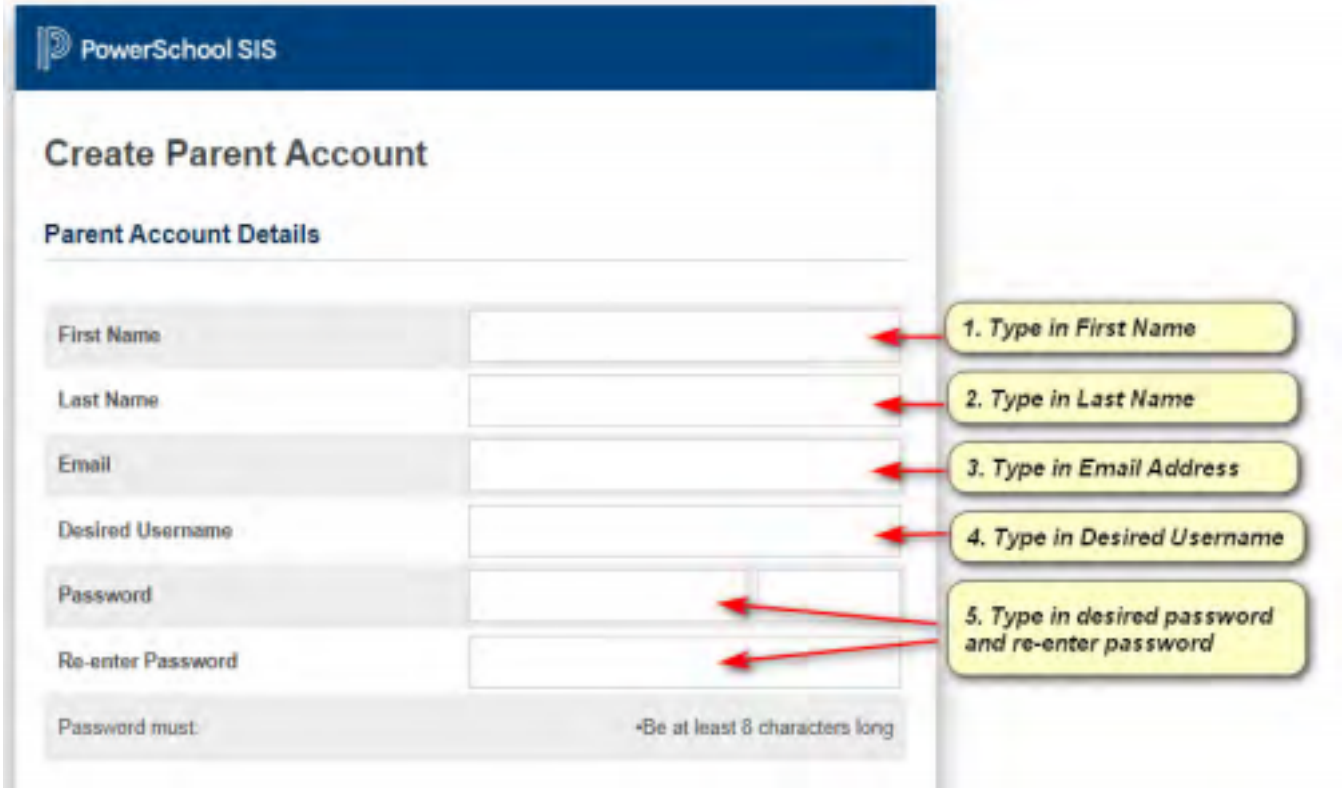
You will see the screen to the left.

Step 2: Click on the Create Account tab

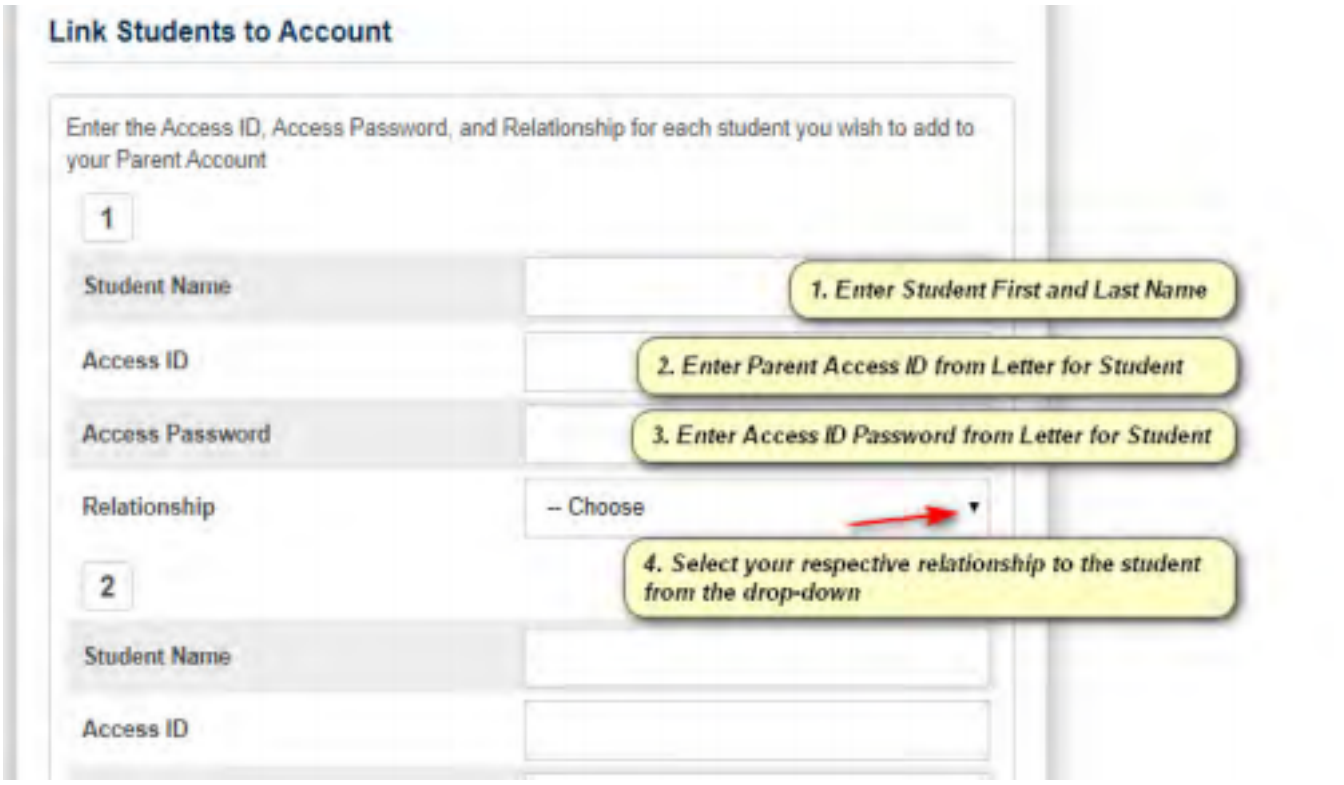


Step 2: Select the Create Account tab on the sign-in page and click Create Account.

Step 3: Enter the information below to create a Parent/Guardian account:

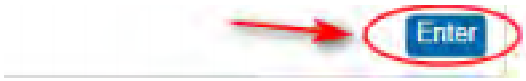


Step 4: Enter the information below to link students to a Parent/Guardian account:



You can repeat Step 4 to link up to seven (7) students to a Parent/Guardian account with the required fields of information for each student.

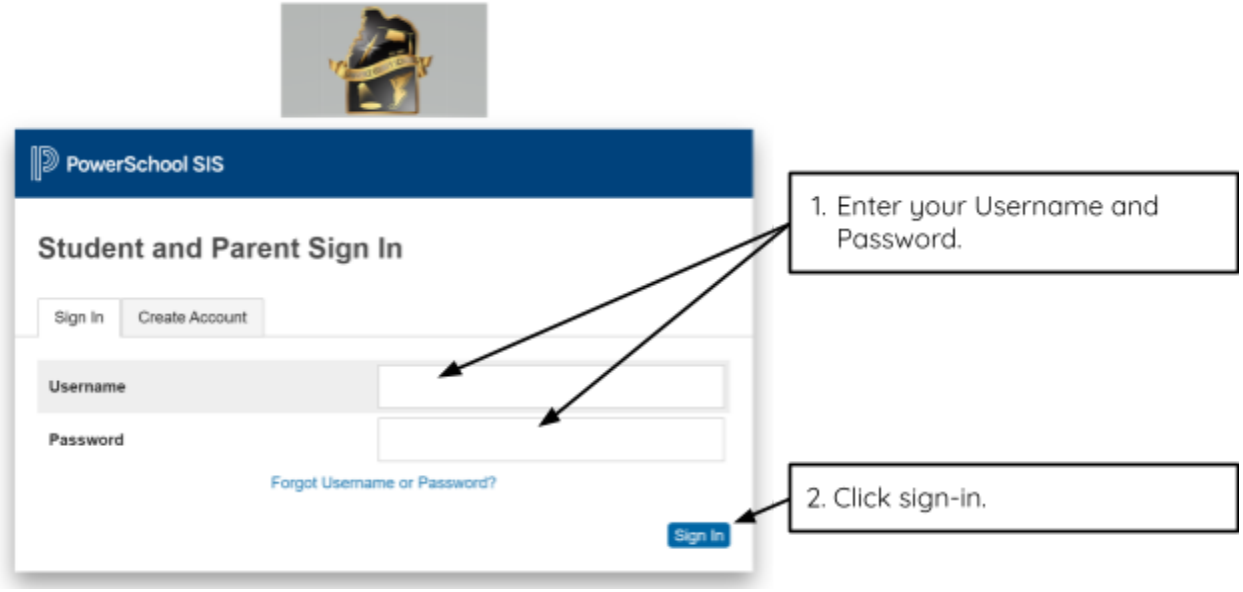
Step 5: Click Enter at the bottom of the page to complete setting up your account:



It is important that you keep your Username and Password confidential so only **you** can access the information.

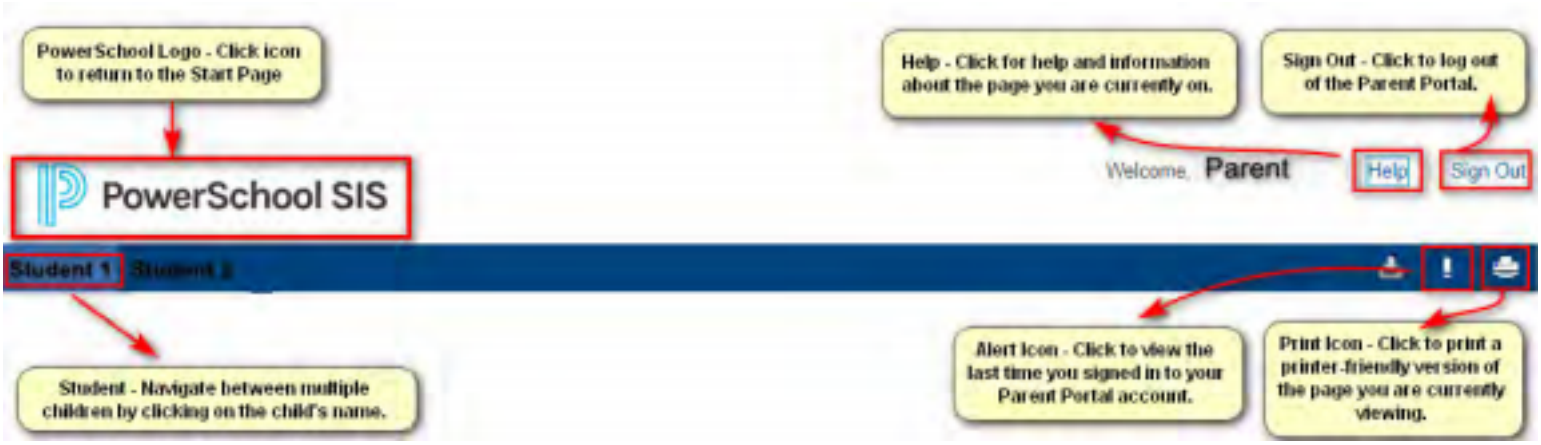
Logging Into the PowerSchool Parent Portal

To log in to the Lawrence County PowerSchool Parent Portal, enter the URL below into your web browser address bar:
https://lawrenceco.powerschool.com/public/

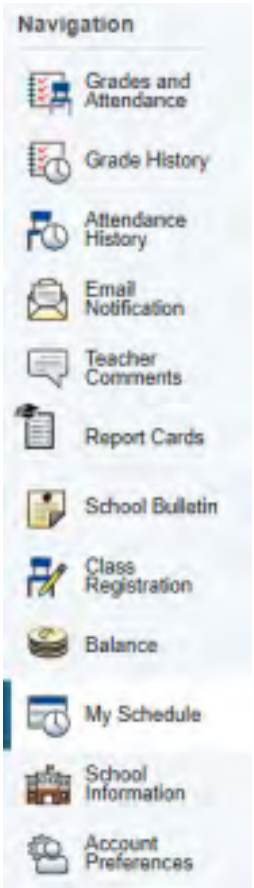


Navigating the Parent Portal

The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:

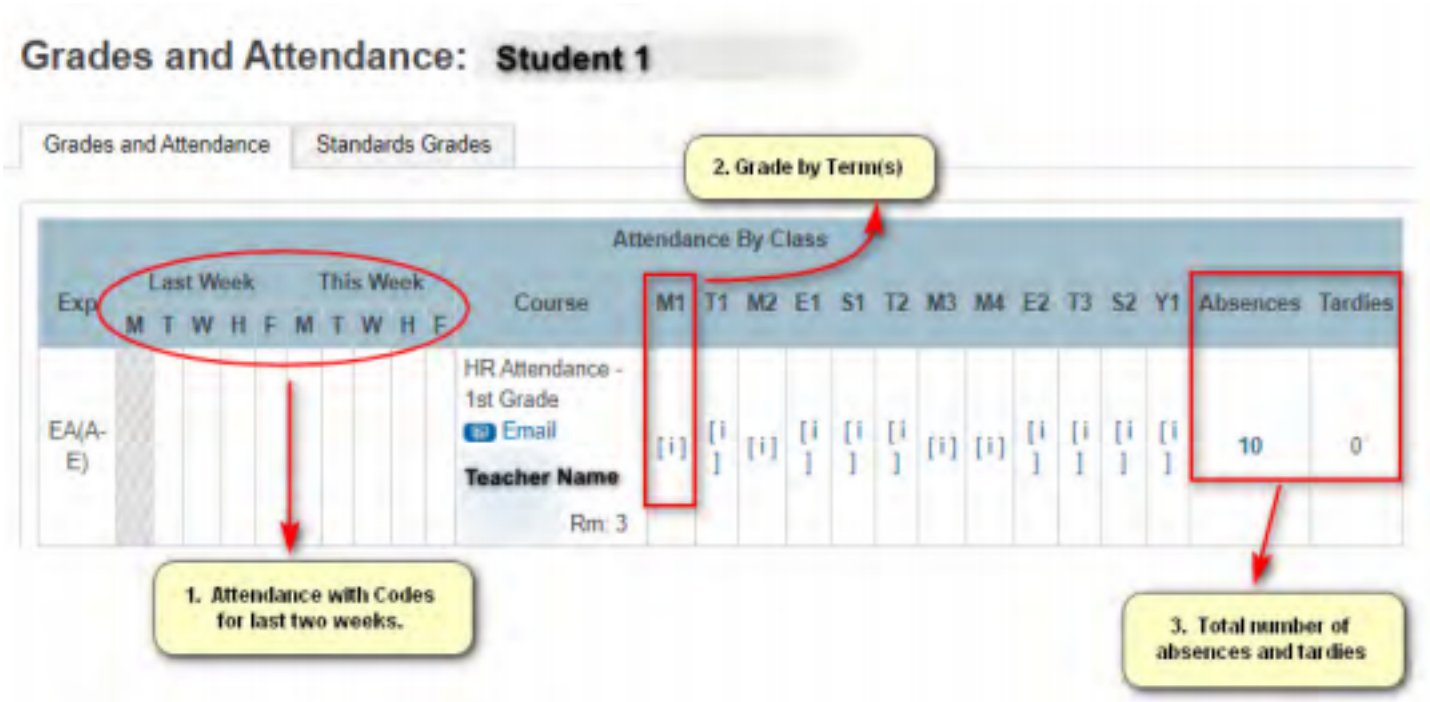


Once you have logged into the Parent Portal, you will now have real-time access to the following items for your child(ren) located in the Navigation Menu panel on the left-hand side of the page:



- Grades and Attendance (Current)
- Grade History
- Attendance History
- Email Notification (Set-up)
- Teacher Comments
- Report Cards School
- Bulletin for Important Messages
- Student Schedule
- School Information
- Account Preferences

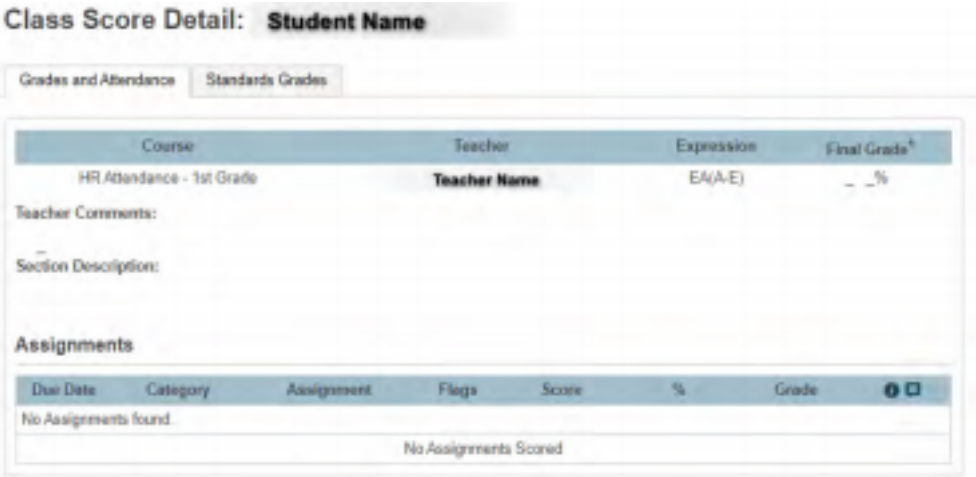
The PowerSchool Parent Portal automatically opens to the Grades and Attendance page. It is the default quick lookup page, which displays student's classes, attendance, teachers, and grades, which are pulled from each respective teacher's grade book.



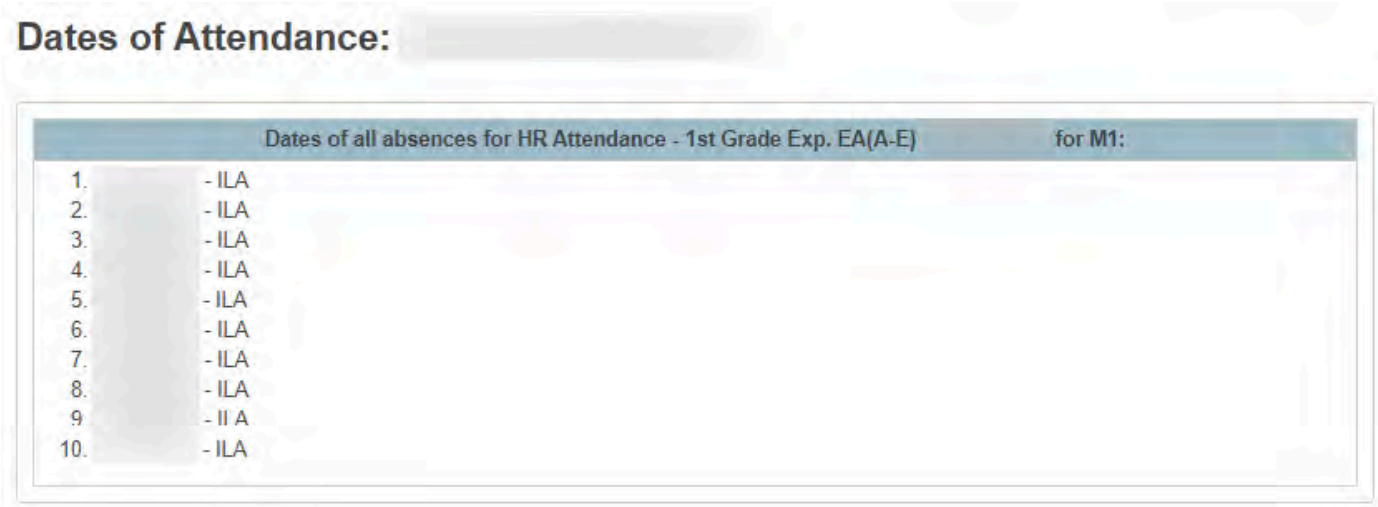
1. **Attendance:** Provides a snapshot of the last two weeks of the student's attendance.

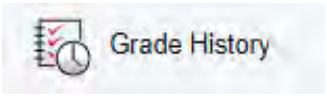
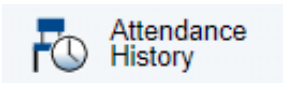
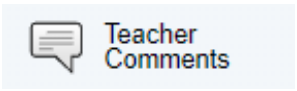
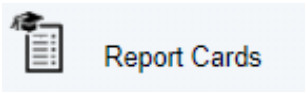
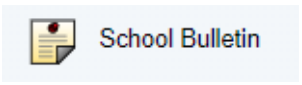
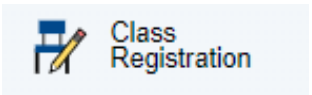
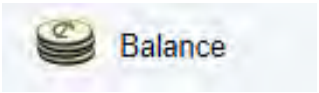
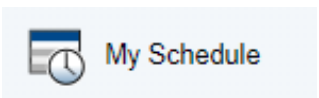
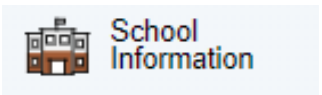
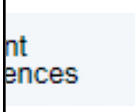
A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.

2. **Course Grades (by term):** When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year.



3. **Absences/Tardies Total:** To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page.



Navigation Icon	Description
	The **Grades History** page displays term grades for the selected student.
	The **Attendance History** page displays information about a student's attendance record for the current term.
	The **Email Notifications** page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated with your parent account.
	The **Teacher Comments** page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.
	The **Report Cards** page displays report cards for the selected student.
	The **School Bulletin** page serves as your child(ren)'s school's message board whereby the school(s) can post a variety of information for you to view.
	On the **Class Registration** page, students and their parents can manage their course requests for the next school year.
	The **Balance** page displays a student's lunch balance or fee transaction information for the current term.
	The **My Schedule** page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.
	The **School Information** page displays the physical address and contact information for the selected student's school.
	The **Account Preferences** page provides you with the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can 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.