



# PowerSchool Parent Portal User Guide

## PARENT PORTAL USER GUIDE

### Access to the PowerSchool Parent Portal

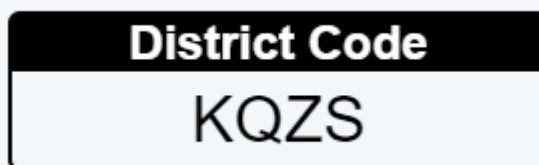
The PowerSchool Parent Portal is accessible from any device with Internet access (i.e. computer, tablet, smartphone). The Lawrence County Schools' PowerSchool Parent Portal can be accessed by typing the following URL in your web browser address bar:

<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 County Schools 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 County Schools



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.**

## PARENT PORTAL USER GUIDE

### Step 1: Access the LCS Parent Portal webpage

### Student and Parent Sign In

Sign In   Create Account

Username



Password

[Forgot Username or Password?](#)

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

### Student and Parent Sign In

Sign In   **Create Account**

#### 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.](#)

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

## PARENT PORTAL USER GUIDE

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

**PowerSchool SIS**

### Create Parent Account

**Parent Account Details**

First Name	<input type="text"/>	1. Type in First Name
Last Name	<input type="text"/>	2. Type in Last Name
Email	<input type="text"/>	3. Type in Email Address
Desired Username	<input type="text"/>	4. Type in Desired Username
Password	<input type="password"/>	5. Type in desired password and re-enter password
Re-enter Password	<input type="password"/>	

Password must: •Be at least 8 characters long

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

### 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	<input type="text"/>	1. Enter Student First and Last Name
Access ID	<input type="text"/>	2. Enter Parent Access ID from Letter for Student
Access Password	<input type="text"/>	3. Enter Access ID Password from Letter for Student
Relationship	<input type="text" value="-- Choose --"/>	4. Select your respective relationship to the student from the drop-down

2

Student Name	<input type="text"/>
Access ID	<input type="text"/>

## PARENT PORTAL USER GUIDE

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/>

A screenshot of the PowerSchool SIS login page. At the top is a blue header with the PowerSchool SIS logo. Below it is a section titled "Student and Parent Sign In" with "Sign In" and "Create Account" buttons. There are input fields for "Username" and "Password". A "Sign In" button is at the bottom right. A "Forgot Username or Password?" link is below the password field. Two numbered instructions with arrows point to the form: "1. Enter your Username and Password." points to the Username and Password fields, and "2. Click sign-in." points to the Sign In button.

PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

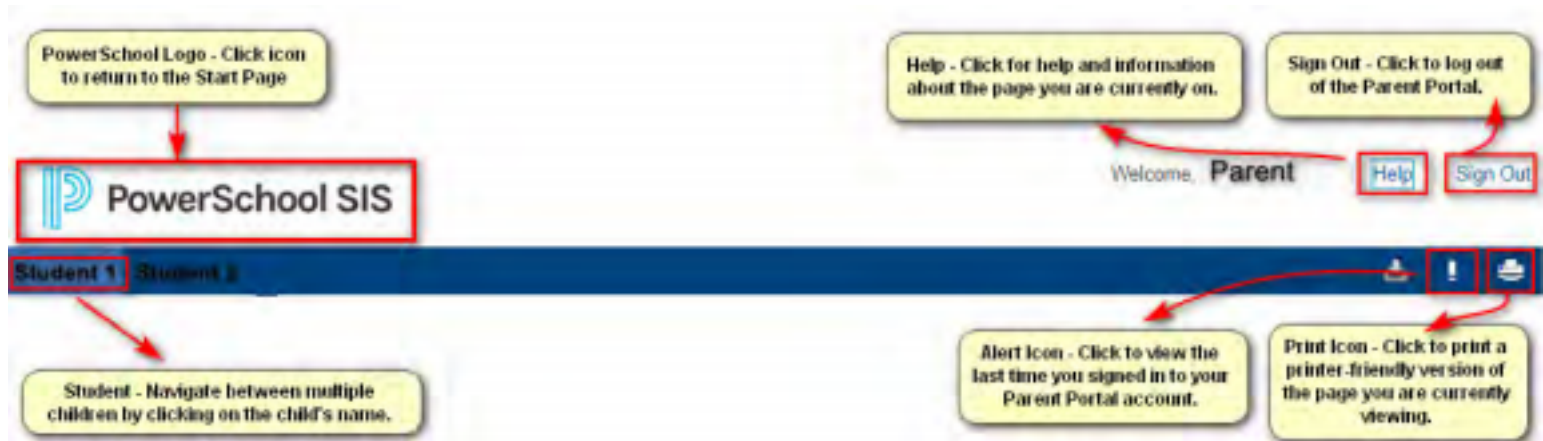
Sign In

1. Enter your Username and Password.

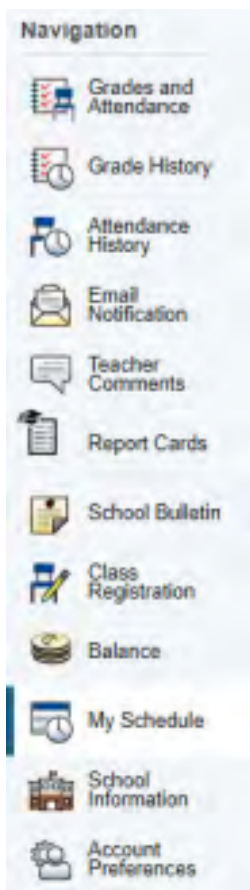
2. Click sign-in.

## 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.

## Grades and Attendance: Student 1

The screenshot shows the 'Grades and Attendance' page for a student. The page has two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. The main content area is titled 'Attendance By Class'. It features a table with columns for 'Exp' (Expression), 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Teacher Name', 'Rm.', and 'Absences/Tardies'. A red oval highlights the 'Last Week' and 'This Week' columns, with a callout box labeled '1. Attendance with Codes for last two weeks.' A red box highlights the 'M1' column under 'Course', with a callout box labeled '2. Grade by Term(s)'. Another red box highlights the 'Absences' and 'Tardies' columns, with a callout box labeled '3. Total number of absences and tardies'. The table shows data for 'HR Attendance - 1st Grade' with 10 absences and 0 tardies.

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.

### Class Score Detail: Student Name












The screenshot shows the 'Class Score Detail' page for a student. The page has two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. The main content area shows details for 'HR Attendance - 1st Grade'. It includes fields for 'Course', 'Teacher', 'Expression', and 'Final Grade'. Below these are sections for 'Teacher Comments', 'Section Description', and 'Assignments'. The 'Assignments' section shows a table with columns for 'Due Date', 'Category', 'Assignment', 'Flags', 'Score', '%', and 'Grade'. The table is currently empty, with a message 'No Assignments found.' and 'No Assignments Scored'.

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.

### Dates of Attendance:

Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E)		for M1:
1.	- ILA	
2.	- ILA	
3.	- ILA	
4.	- ILA	
5.	- ILA	
6.	- ILA	
7.	- ILA	
8.	- ILA	
9.	- II A	
10.	- ILA	



Navigation Icon	Description
 Grade History	The <b>Grades History</b> page displays term grades for the selected student.
 Attendance History	The <b>Attendance History</b> page displays information about a student's attendance record for the current term.
 Email Notification	The <b>Email Notifications</b> 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.
 Teacher Comments	The <b>Teacher Comments</b> page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.
 Report Cards	The <b>Report Cards</b> page displays report cards for the selected student.
 School Bulletin	The <b>School Bulletin</b> 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.
 Class Registration	On the <b>Class Registration</b> page, students and their parents can manage their course requests for the next school year.
 Balance	The <b>Balance</b> page displays a student's lunch balance or fee transaction information for the current term.
 My Schedule	The <b>My Schedule</b> page will display the selected student's schedule, which can be viewed in two ways: a Week View schedule and a Matrix View schedule.
 School Information	The <b>School Information</b> page displays the physical address and contact information for the selected student's school.
 Account Preferences	The <b>Account Preferences</b> 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.