



FAQ: 2020-21 Choice Options for School Attendance

How to Sign-Up for Choice Options for the Fall

Apply with your existing Parent Portal Account:

*If your child is in K-12th grade and currently enrolled in a Hamilton County School, you can visit your **Parent Portal** account to complete the sign-up form.*

Log into your parent portal account:

<https://powerschool.hcde.org/public/>. If your account is for more than one student, all names will show across the top.

Click on a child's name to sign up for him/her and then click on the **Forms** link in the Navigation list.

Click on the **form name** to access the form and follow the prompts to sign the student up for their school attendance choice.

To sign up for another child, repeat the above process.

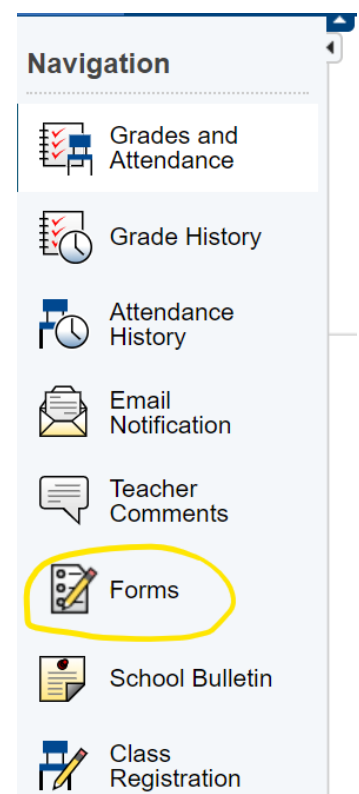
Reset Username, email, and/or password for Parent Portal

For the parent portal, select **Forgot Username or Password** on the login page. Two tabs will appear: **Forgot Password** and **Forgot Username**.

On the **Forgot Password** tab, the parent guardian must provide the username and email address used to set up the parent account.

On the **Forgot Username** tab, the parent must provide the email address used when the parent account was set up.

If you do not know the email address associated with the Parent Portal account, the current home school or Central Office will have to update the email address.



Creating a Parent Portal Account:

Visit <https://powerschool.hcde.org/public/> and select **Create Account** and complete the fields. The password must be at least 6 characters; letters and numbers only; no special characters.

You must then link your student(s) to this new account. Enter the student's name, Access ID and Password (**provided on the document from your student's school**).

Select your relationship to the student from the drop-down menu and add any additional students. Click **Enter** to finish creating your account. **NOTE: If you do not have the letter for additional students at this time, you can add them later.**

You should now be at the portal sign-in page. Enter the username and password you chose when you created the account.

Q: Can families add new students or do they need to create a new student account outside of Parent Portal?

A.) If the students are new to the district, then they will have to use the **New Student Application** – this includes inactive students as well. If a student left the district to home school or moved out of state, the parent portal account will not be active.

If the siblings are current Hamilton County Schools students, one parent account can manage all sibling accounts. An application (from within the Parent Portal) would need to be filled out for each student.

How to Apply: New Students to Hamilton County Schools

Creating account to apply without Parent Portal

Visit <https://secure.infosnap.com/family/gosnap.aspx?action=23387&culture=en>

Click **Create Account** and follow the prompts. Use username and password to access your PowerSchool Dashboard.

Click the link **New Student Registration 2020-2021**.

Complete application and submit.