







PowerSchool

PARENT/GUARDIAN USER GUIDE

Cheshire Public Schools uses PowerSchool which gives parents real-time access to attendance and school announcements. Parents can opt to receive automatic updates to one or more email addresses. The PowerSchool link is available anywhere in the world, just by logging into the Internet. All information is secure and information about your child is only available to you.

USING POWERSCHOOL

Once you've logged into PowerSchool, you will see a menu bar at the top of the screen. The default screen that appears is the **Grades and Attendance** screen.

Navigation	Here is a brief description of each option:
 Attendance History	Attendance History - Displays detailed attendance information for the current year.
 Email Notification	Email Notification - Parents can request various email notifications. *(it is strongly recommended that you sign up for parent notifications)
 School Bulletin	School Bulletin - Displays school bulletin items/announcements.
 Account Preferences	Account Preferences – change your account settings, password, or email address. You can also add your other children access codes to your account here.
 Demographic Change	Demographic Change - update your demographic information directly through PowerSchool
 School Information	School Information – displays important school information such administrator names, email, phone numbers, and term dates.

Your child(ren)'s name(s) will appear below the menu bar. To switch between children, click on your child's name button.



To print a screen in a printer friendly format, click on the Printer icon



CHESHIRE PUBLIC SCHOOLS RECOMMENDS THAT YOU PLEASE DO THE FOLLOWING:



Update your demographic information in PowerSchool and provide two code red numbers for automated emergency alerts.



Sign up Email Notifications for the daily bulletin and attendance.

Attendance History



Click the **Attendance History** icon to see your child's attendance record by class for the current term or year. On days when school is not in session, a dash will appear. Attendance at the elementary level is taken daily. For a complete listing of all attendance codes used at the elementary level, scroll to the bottom of the screen.

Email Notification (CHESHIRE PUBLIC SCHOOLS RECOMMENDS)



The Email Notification screen allows you to register to receive automatic email updates sent to your personal email account. There are four areas that need to be configured for email notifications to begin.

The first item to configure is the type of information you want to receive. There are five options to choose from. (Note: the more you select the more email you will receive.)

Detailed report of attendance- Sends out an email containing detailed attendance for each class enrolled in for the current term.

School announcements- Sends out school announcement and daily bulletin information in a plain text format.

Next, configure the "How Often?" option of notifications. There are five options to choose from: Never, Once a Week, Once Every Two Weeks, Once a Month, or Daily.

The next item, "Send Now", allows you to have the emails sent to your email account immediately. Check this box at any time and click the submit button to have emails sent immediately. If this is not checked you will receive the next update according to the choices made above. The server sends out the emails automatically on Mondays for all options except "Daily."

Note: *You can make changes to this configuration screen at any time. Upon hitting the Submit button, the changes will take effect.*

The final step is to configure what email accounts you want to activate. Type in the email address of the account that you want to use to receive PowerSchool emails. **You can have the email sent to multiple email addresses by simply separating the email addresses with a comma.** Please check your addresses carefully; incorrect email addresses will prevent you from receiving your requested notifications.

Note: The emails are generated by the PowerSchool system. **PLEASE DO NOT REPLY TO THE AUTOMATED EMAILS.** The message will not be received or read. If you have a question about the content of the emails, please contact the teacher or the school.

School Bulletin



School
Bulletin

The PowerSchool program gives parents access to the latest information and happenings for each school. Click on the **School Bulletin** button to pull up the list of school announcements. At the bottom of this screen, you can also access information from other dates, by clicking on the Calendar icon.

Demographic Change (CHESHIRE PUBLIC SCHOOLS RECOMMENDS)



Demographic
Change

From the Demographic Change tab, you will be able to update our PowerSchool records with your current demographic information.

You will see this screen:

Demographic Update

	On file with the school	Please make your updates
Name (last,first MI)		If you make changes, please use the suggested formats.
Student Residence Address		<input type="text"/>
Student Mailing Address		<input type="text"/>
Home Phone		<input type="text"/> 000-000-0000
CODE RED PHONE NUMBERS		Telephone Numbers to receive Automated Emergency Message Alerts
PRIMARY CODE RED PHONE		<input type="text"/> 000-000-0000
ALTERNATE CODE RED PHONE		<input type="text"/> 000-000-0000
Contact #1 Info		<input type="text"/>
Relationship		<input type="text"/>
Custody		To change custody setting, please contact school
Address		<input type="text"/>
Home Phone		<input type="text"/> 000-000-0000
Cell Phone		<input type="text"/> 000-000-0000
Email Address		<input type="text"/>
Employer Name		<input type="text"/>
Employer Phone		<input type="text"/> 000-000-0000

The left column will show the data that is currently stored in our PowerSchool database. If you need to make changes to any field, please enter it in the right column.

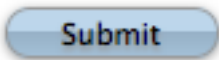
If you make changes, please use the suggested formats.

Code Red Numbers

Code Red is our automated emergency message alert system. The phone numbers you enter in the Code Red boxes will be called so you can receive automated emergency message alerts. Please enter **2** code red telephone numbers.

Emergency Contact Information

In case of an emergency, please enter contact information other than the parent/guardian. You may enter up to 2 emergency contacts.



When you have finished making all of your changes, click the Submit button in the lower right hand corner of your screen.

If you have multiple children, please click on your next child's name in the upper left hand corner and repeat these instructions.


School Information





The School Information tab displays important school information (address, phone number, fax). It also displays information about our school administration, and provides and an email address for the registrar and attendance secretaries.

Account Preferences



Account Preferences contains two tabs: Profile and Students. On the Profile tab, you can view and change the name, email address, user name, or password with your Parent/Guardian account. Click on the  edit button to make changes to your user name or password

The Students tab displays the children you have added to your account. To add another child to your Parent/Guardian account, click the  Add . A window will appear asking for the access code and access password for that child. Click the Submit button after you have entered all required information.
