

### What is PowerSchool Parent Portal

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins and even personal messages from the teacher. PowerSchool's Parent Portal provides single sign-on access. With single sign-on access parents create and maintain their account using the appropriate access credentials. Once parents have created their account, they will be able to manage their account information, link any and all students to their account (for whom you have parental or legal rights), and set email and notifications preferences for each student linked to their account. If account sign-in information has been forgotten, it can be retrieved by using the auto-recovery feature on the sign-in page.

### How to Log In to Parent Portal

Use this procedure to create a new parent account. In order to create an account, you must have the Access ID and Password for at least one student enrolled in school. When creating the account, you will need the Access ID and password for each student you want to associate to your parent account. If you do not have this information or have questions, contact your school.

1. Open your web browser to the CMS PowerSchool URL; ***cms.powerschool.com***. The Parent Sign-in page appears.
2. Click on the Create Account tab and then the Create Account button.



3. Fill in the Create Parent Account screen. **Note: You will choose your own user name and password. Passwords must be at least 6 characters. You may be prompted to select a different user name if the one you choose has already been used.**
4. Enter the student's first name, Access ID & Access Password and your relationship to him/her for each of your students.
5. Repeat Step 4 to add additional students to your account.
6. Click Enter. If successful, you will be directed to the Parent Sign-In screen. If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again.


### Create Account Screen:

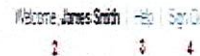
Provided by your child's school.

### Sign-In Screen


### PowerSchool Parent Portal Start Page

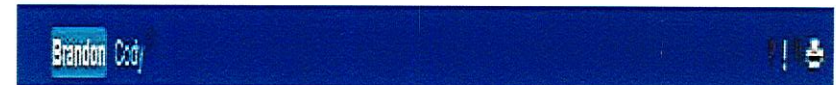
When you sign in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The start page consists of the following main areas:

-  **Header:** The header appears at the top of the PowerSchool Parent Portal. The header includes the following information:



1. **PowerSchool Logo:** Click to return to the start page from anywhere within the application.
2. **Welcome, [Your Name]:** The first and last name of the person signed in. Your name should appear. If it does not, contact your school's PowerSchool administrator. In an effort to ensure that your account is secure and your information protected, the date and time of the last time you signed in appears when you hover over your name. This information can be used to alert you to any unusual account activity. If you experience any unusual account activity, report it to your school.
3. **Help:** Click to access the PowerSchool Parent Portal online help. Assistance is just a click away!
4. **Sign Out:** Click to sign out of PowerSchool Parent Portal.

-  **Navigational Toolbar:** The navigation toolbar appears at the top of the start page, and is common to every page in the application. The navigation toolbar includes the following information:



1. **Student Tabs -** The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and displays information for the selected student. If you click the name of a student and the message "Student information is not available at this time." appears, contact your child's school.
2. **Notification Icon –** Login security feature; displays date and time of your last system login.
3. **Printer Icon -** Click to print a printer-friendly version of the page you are viewing.



**Navigation Menu:** The navigation menu serves as the central point from which to navigate the pages of the PowerSchool Parent Portal. The navigation menu includes the following links:

### Navigation

 Grades and Attendance


 Test Results

 Grade History


 Attendance History

 Email Notification

 Teacher Comments

 School Bulletin

 Class Registration

 My Schedule

 School Information

 Account Preferences

**Grades and Attendance** - Click to view student grades and attendance for the current term.

**Test Results** – not currently enabled.

**Grades History** - Click to view student grades for the previous term.

**Attendance History** - Click to view attendance history for the current term.

**Email Notification** - Click to set the e-mail notifications you can receive on a regular basis.

**Teacher Comments** - Click to view any teacher comments.

**School Bulletin** - Click to view the current school bulletin.

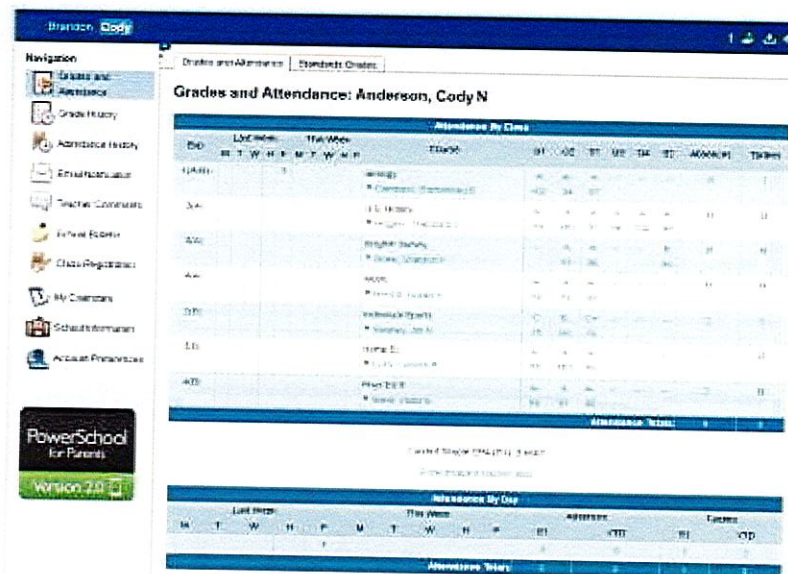
**Class Registration** - Click to register for classes and view course requests.

**My Schedule** – Click to view student schedule.

**School Information** – Click to view school address and contact numbers.

**Account Preferences** - Click to manage your PowerSchool Parent Portal account preferences.

### Viewing Grades and Attendance



The screenshot shows the 'Grades and Attendance' page for a student named Anderson, Cody N. The page is divided into two main sections: 'Attendance by Class' and 'Attendance by Day'.

**Attendance by Class Table:**

Class	Last Term	This Term	Grades	Q1	Q2	Q3	Q4	Mid-Term	Final	Final Grade
English										
Math										
Science										
History										
Art										
Physical Education										
Music										
Foreign Language										
Health										
Elective										
Special Education										

**Attendance by Day Table:**

Last Term	This Term	Present	Absent	Excused	Other
Q1	Q1				
Q2	Q2				
Q3	Q3				
Q4	Q4				
Mid-Term	Mid-Term				
Final	Final				

### Explanation of Abbreviations

**Q1:** First quarter

**Q2:** Second quarter

**Q3:** Third quarter

**Q4:** Fourth quarter

**S1:** First semester

**S2:** Second semester

**X1:** Mid-Term Exam

**E1:** Final Exam

**F1:** Final Grade

# Accessing Individual Student Reports on PowerSchool Parent Portal

PowerSchool SIS

Navigation

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences
- North Carolina Options
- State Test Reports**
- DISTRICT Code: CAJPK

Grades and Attendance: Grades and Attendance Standards Grades

Exp	Last Week				This Week				Course
	M	T	W	H	M	T	W	H	
HR(A-B)									
71(A-B)									
72(A-B)									
73(A-B)									
73(A-B)									
74(A)									
75(A-B)									
75(A-B)									

Current NC Mid-Year Unweighted GPA (F1):

Show dropped classes also

An Individual Student Report (ISR) of your student's state test score(s) is available in the web browser version of the PowerSchool Parent Portal. To view electronic copies of the ISR in the Parent Portal, click on *State Test Reports* at the bottom of the Navigation Menu located on the left hand side of the screen.

*\*These reports are not yet available on the mobile app\**

PowerSchool may ask you to complete the Family Educational Rights and Privacy Act (FERPA) Annual Opt-Out Options form before continuing.

## The Family Educational Rights and Privacy Act (FERPA) Annual Opt-Out Options Form

A response is required.

Parents and guardians have the right to opt-out of sharing directory information. More information about your FERPA rights may be viewed at this link: <https://www2.ed.gov/policy/gen/guid/2004/ferpa/index.html>

Schools use directory information to publish items such as yearbooks, honor roll, newsletters, and graduation announcements. This also includes information about opportunities for scholarship programs and colleges to be sent to you. Directory information may include student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports. A school may disclose directory information to third parties, for non-commercial use only. Schools will never sell information to third parties for commercial purposes. Directory information will only be used for official purposes and to colleges and universities if you so choose.

Please provide an answer to the following required question(s). If this form is not returned, students will not be removed from sharing directory information.

Question 1: Do you grant permission to allow directory information to be shared for non-commercial purposes?

Yes, I give my permission for my student's directory information to be shared.

Question 2: Do you grant permission for your student's contact information to be provided to the US Military for the sole purpose of informing students of potential career opportunities?

Yes, I give my permission for my student's information to be shared with the US Military.

Question 3: Do you grant permission to share information with NC Public and Private Colleges?

In order to inform you and your student about educational and scholarship opportunities, North Carolina public and private colleges may request from the Department of Public Instruction your student's contact information (name, home address, home phone number). Do you grant permission to share contact information with North Carolina public and private colleges and universities?

Yes, I give my permission for my student's information to be shared with colleges and universities.

Question 4: During the junior year of high school, students take the state-administered nationally-recognized college readiness assessment currently the ACT. Do you grant permission to share your student's ACT scores with

Yes, I give my permission for my student's ACT scores to be shared.



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- Account Preferences
- North Carolina Options
- State Test Reports

State Test Reports

Coming Soon

[Information about North Carolina Individual Student Reports](#)

Once you are able to proceed, you will see the screen below. From this screen, you will select the ISR you would like to view.

Any standardized test score is a single indicator of student performance and one piece of his or her educational picture. Your student's test score should be considered along with all other information provided throughout the school year.