

Dear Parent/Guardian,

PowerSchool is our student database system where parents/guardians can access student attendance records, grade information, and other information. One parent portal account now provides access to all students' records.

If you do not have a Parent Portal Account already, please create one before registering your students this year.

By using your Parent Portal Account, you will be able to use the *eRegistration* module to register and pay fees for your student(s) entirely online unless you are applying for the National School Lunch Program. And this module allows you an opportunity to update contact, health, and permissions information throughout the year.

Information about registering using the *eRegistration* module and paying fees online will be available later this week.

If you do not have a Parent Portal Account, you will need your parent/guardian Access Id and Password. Please contact your child's school for assistance in obtaining your Access ID and Password for each child.

[This is a link](#) to a YouTube video demonstrating the steps outlined below.

Steps To Create A Parent Portal Account

Please be sure to follow these steps to setup your Parent Portal Account:

1. Using a web browser, go to the [PowerSchool Public Portal website](#).
2. Click on **Create Account** button.
3. Next enter your first name, your last name, and your email address.

NOTE: Your email address and user ID must be unique.

4. Create a personalized username and password to be used with the account. These cannot contain apostrophes.

NOTE: Once you have set up your Parent Portal Account with a personalized password school personnel can not lookup your password if you misplace or forget it. So be sure to write it down for future reference. You will be able to reset your password, via the **Having trouble signing in?** link or calling the school office.

5. Link students to your parent account by entering each student's name, Access Id, Access Password, and your relationship to the student.
6. Click **Enter** and you should be ready to login.