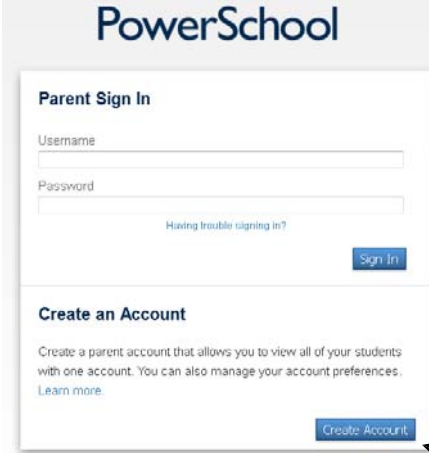## What is PowerSchool Parent Portal

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 your account (for whom you have parental or legal rights), and set email and notifications preferences for each student linked to your account. If account sign-in information has been forgotten, it can be retrieve 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 Create Account.

3. Fill in the form shown **below** *figure 1.1*. **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 shown to the **below** *figure 1.2*. If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again.

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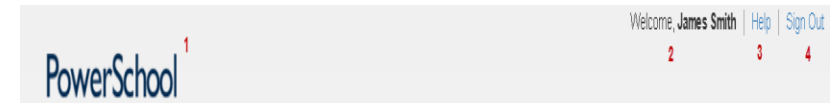
1

Create Account Screen:

Figure 1.1

Figure 1.2 **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:
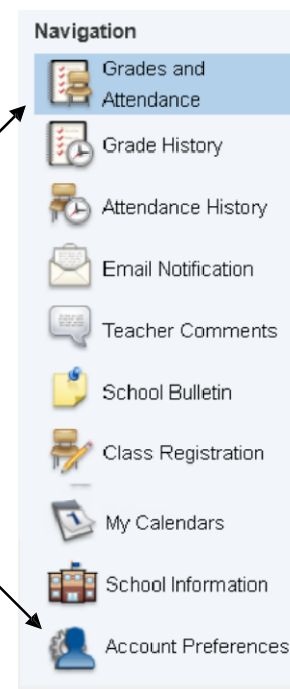

1. Student Tabs - The first names of the students associated to your parent account appear in alphabetical order. Click the name of the student for whom you want to view information. The page refreshes and display information for the selected student. If you click the name of a student and the message "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. Additionally, the page includes the name of the selected student and the school and school district for that student.

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:

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

2. Grades History - Click to view student grades for the previous term.
3. Attendance History - Click to view attendance history for the current term.
4. Email Notification - Click to set the e-mail notifications you can receive on a regular basis.
5. Teacher Comments - Click to view any teacher comments.
6. School Bulletin - Click to view the current school bulletin.
7. Class Registration - Click to register for classes and view course requests.
8. My Calendars - Click to subscribe to specific homework and event calendars.
9. Account Preferences - Click to manage your PowerSchool Parent Portal account preferences.

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Viewing Grades and Attendance

CMS Attendance Policy

Attendance is recorded either daily or each period; based North Carolina Department of Education standards. The type of recording of Attendance depends on the student's school classification (Elementary, Middle or High School). Parents will be notified of excessive absences.

Explanation of Abbreviations

Q1: First quarter

Q2: Second quarter

Q3: Third quarter

Q4: Fourth quarter

S1: First semester

S2: Second semester

Grading Scale

A 93-100

B 85-92

C 77-84

D 70-76

Anything 69 or below is an F

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