

POWERSCHOOL

PARENT PORTAL

There is a **new** feature in the PowerSchool Parent Portal.

This new feature was designed by [SchoolReach](#) to assist parents/guardians in submitting up to date phone numbers and email addresses to your child's school. Now you can do so through the Parent Portal. In the Parent Portal you can view the phone numbers and email addresses we have entered in PowerSchool for your child/children.

NOTE: For privacy purposes all examples used in this document are that of a phony student named Mickey Mouse.

Below is an example of the new screen you will see.

Welcome, Mabel Mouse | [Help](#) | [Sign Out](#)

PowerSchool

Mickey

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

SchoolReach Update

SchoolReach
Instant Parent Contact

Listen to Past SchoolReach Messages: Call 1-855-955-8500
(Note: 30-day retention, call must be placed from phone number registered with SchoolReach)

Directions: To make any changes, fill in the appropriate box in the 'Your Updates' column, and when finished, scroll to the bottom of the page and click on the Submit button.

	On file with the School	Your Updates
General Contact Information		
Student Home Phone	847-555-5555	<input type="text"/>
Email Addresses (Separate each address with a ";" i.e. example1@example.com;example2@example.com)	mouse@fakedomain.org;mrsmouse@fakedomain.com	<input type="text"/>
Mother Contact Information		
Mother Work Phone	555-666-1234	<input type="text"/>
Mother Cell Phone	555-777-1234	<input type="text"/>
Mother Home Phone		<input type="text"/>
Father Contact Information		
Father Work Phone	555-667-1234	<input type="text"/>
Father Cell Phone	555-789-8543	<input type="text"/>
Father Home Phone	555-999-8888	<input type="text"/>
Guardian 1 Contact Information		
Guardian 1 Work Phone		<input type="text"/>
Guardian 1 Cell Phone		<input type="text"/>
Guardian 1 Home Phone		<input type="text"/>
Guardian 2 Contact Information		
Guardian 2 Work Phone		<input type="text"/>
Guardian 2 Cell Phone		<input type="text"/>
Guardian 2 Home Phone		<input type="text"/>

Updating Phone Numbers and Email Addresses through the PowerSchool Parent Portal:

First, you need to get to this screen when you are logged into the Parent Portal.

The first screen you see when you log into the parent portal is the “Grades and Attendance” screen.

PowerSchool Welcome, Mabel Mouse | Help | Sign Out

Mickey ! 📄 🗑️

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

PowerSchool for Parents
Available on the App Store

Grades and Attendance Standards Grades

Grades and Attendance

Exp	Attendance By Class										Course	T1	T2	T3	Y1	Absences	Tardies
	Last Week					This Week											
	M	T	W	H	F	M	T	W	H	F							
AC1(A)							AU				Academic Hour 1 Fries, Mary Jo	--	--	--	--	3	1
LA(A)	-	-	-	-	-						Language Arts/Writing 1 Fries, Mary Jo	M 79	--	--	M 79	0	0
MA(A)	-	-	-	-	-						Mathematics 1 Fries, Mary Jo	--	E 100	--	E 100	0	0
SS(A)	-	-	-	-	-						Social Studies 1 Fries, Mary Jo	M 80	M 80	--	M 80	0	0
SCI(A)	-	-	-	-	-						Science 1 Fries, Mary Jo	M 80	M 80	--	M 80	0	0
ART(A)	-	-	-	-	-						Art 1 Geremia, Lucille	--	M 80	--	M 80	0	0
MU(A)	-	-	-	-	-						Music 1 Ames, Doe	--	--	--	--	0	0
PE(A)	-	-	-	-	-						Physical Education 1 Catlin, Michele	--	M 80	--	M 80	0	0
RD(A)	-	-	-	-	-						Reading 1 Fries, Mary Jo	--	E 100	--	E 100	0	0
AC2(A)											Academic Hour 1PM Fries, Mary Jo	--	--	--	--	0	0
Attendance Totals																3	1

Current weighted GPA (T2):
[Show dropped classes also](#)

Attendance By Day										Absences		Tardies	
Last Week					This Week					T2	YTD	T2	YTD
M	T	W	H	F	M	T	W	H	F				
						AU				3	3	1	1
Attendance Totals										3	3	1	1

SchoolReach information
Legend

Attendance Codes: Blank=Present | TE=Tardy Excused | TU=Tardy Unexcused | AE=Absent Excused | AU=Absent Unexcused | LE=Left Early-Tardy PM Excused | OSS=Out of School Suspension | VU=Vacation Unexcused | PU=Personal Unexcused |

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

At the bottom of this screen, just above the Legend, you will see “SchoolReach Information”.

Attendance By Day										Absences		Tardies	
Last Week					This Week					T2	YTD	T2	YTD
M	T	W	H	F	M	T	W	H	F				
						AU				3	3	1	1
Attendance Totals										3	3	1	1

SchoolReach information
Legend

Attendance Codes: Blank=Present | TE=Tardy Excused | TU=Tardy Unexcused | AE=Absent Excused | AU=Absent Unexcused | LE=Left Early-Tardy PM Excused | OSS=Out of School Suspension | VU=Vacation Unexcused | PU=Personal Unexcused |

Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Click on “SchoolReach Information” to open the new screen.

You will now see the new "SchoolReach Update" screen.

SchoolReach Update

SchoolReach
Instant Parent Contact

Listen to Past SchoolReach Messages: Call 1-855-955-8500
(Note: 30-day retention, call must be placed from phone number registered with SchoolReach)

Your information has already been sent in for approval. If you would like to resubmit new information, you can, but it is not needed.

Directions: To make any changes, fill in the appropriate box in the "Your Updates" column, and when finished, scroll to the bottom of the page and click on the Submit button.

	On file with the School	Your Updates
General Contact Information		
Student Home Phone	847-555-5555	847-555-4343
Email Addresses (Separate each address with a "," i.e. example1@example.com;example2@example.com)	mouse@fakedomain.org;mrsmouse@fakedomain.com	
Mother Contact Information		
Mother Work Phone	555-666-1234	
Mother Cell Phone	555-777-1234	
Mother Home Phone		
Father Contact Information		
Father Work Phone	555-667-1234	
Father Cell Phone	555-789-0543	
Father Home Phone	555-999-8888	

You can view the information we currently have in PowerSchool for your child in the "On file with the School" column. Should you have any changes/updates enter the new phone number or email address you would like to submit in the "Your Updates" column.

SchoolReach
Instant Parent Contact

Listen to Past SchoolReach Messages: Call 1-855-955-8500
(Note: 30-day retention, call must be placed from phone number registered with SchoolReach)

Your information has already been sent in for approval. If you would like to resubmit new information, you can, but it is not needed.

Directions: To make any changes, fill in the appropriate box in the "Your Updates" column, and when finished, scroll to the bottom of the page and click on the Submit button.

	On file with the School	Your Updates
General Contact Information		
Student Home Phone	847-555-5555	847-555-4343
Email Addresses (Separate each address with a "," i.e. example1@example.com;example2@example.com)	mouse@fakedomain.org;mrsmouse@fakedomain.com	
Mother Contact Information		
Mother Work Phone	555-666-1234	
Mother Cell Phone	555-777-1234	
Mother Home Phone		
Father Contact Information		
Father Work Phone	555-667-1234	
Father Cell Phone	555-789-0543	
Father Home Phone	555-999-8888	
Guardian 1 Contact Information		
Guardian 1 Work Phone		
Guardian 1 Cell Phone		
Guardian 1 Home Phone		
Guardian 2 Contact Information		
Guardian 2 Work Phone		
Guardian 2 Cell Phone		
Guardian 2 Home Phone		

Submit

Phone numbers must be a ten digit number i.e. 847-555-1234. No slashes, no leading 1-, etc. Email addresses must also be in the proper format. If there is more than one email address they are separated by a semicolon (;) and no spaces i.e. mickey.mouse@mydomain.org;minniemouse@anydomain.com.

Once you have entered the new information you wish to provide, **click on Submit**.

After you submit the update will be sent to the school where it will be approved and then become permanent. The update may take a day or two to be processed.

If you have any questions, please feel free to email me at murban@bpd3.org.

Thank you,

Maureen Urban
Database Coordinator
Beach Park School District #3
murban@bpd3.org