

# Parent Portal Update Document for Parents

Parents or Guardians will be able to update specific student information with a valid PowerSchool Access account. To access the online parent portal page, the user must access the website through a web browser on their computer, tablet, or mobile device. Updates are not supported on the mobile app.

## Parent Portal Updates Page

After log on, the user will click the 'Update Info' link from the left hand menu.

The screenshot shows the PowerSchool Parent Portal interface. At the top, the PowerSchool logo is on the left, and the user's name 'William' and account details 'Welcome, Samwise Gamgee' are on the right. A dark blue navigation bar contains the name 'William' and a help icon. Below this is a light blue navigation menu with various options: Grades and Attendance, Missing Assignments, Attendance History, Email Notification, Alert Solutions, Teacher Comments, School Bulletin, Balance, My Schedule, School Information, Update Info (highlighted with a green arrow), and Account Preferences. The main content area is titled 'Grades and Attendance: Tell, William' and has two tabs: 'Grades and Attendance' (selected) and 'Standards Grades'. A message states: '[ ] indicates that no final grades have been entered. You can click the [ ] or student grade for additional class information.' Below this is a link to 'Email William's teachers'. The 'Attendance By Class' table shows columns for 'Exp', 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Course', 'Absences', and 'Tardies'. The 'Attendance Totals' row shows 0 absences and 0 tardies. Below the table are links for 'Current Simple GPA (S1):' and 'Show dropped classes also'. The 'Attendance By Day' table shows columns for 'Last Week' (M, T, W, H, F), 'This Week' (M, T, W, H, F), 'Absences' (19-20, YTD), and 'Tardies' (19-20, YTD). The 'Attendance Totals' row shows 0 absences and 0 tardies. A 'Legend' section at the bottom lists various attendance codes and their meanings.

The update process has been consolidated into three steps. They will be flagged as red if no updates have been submitted for the student since their most current enrollment date. To begin the process, the user will click the 'Update/Review Student Information' button.

**Update Information: Tell, William**

[Update/Review Student Information](#)

- ⚠ Student Personal Information
- ⚠ Contact Information
- ⚠ Calling/Notification System Information

\* - If no links appear, updates are either not needed or disabled for William.

Once the update process is completed, the Update Information screen should appear as below as long as school is in session. If changes are made before school has begun, boxes may still appear red.

### Update Information: Tell, William

**Update Information: Tell, William**

[Update/Review Student Information](#)


- ✓ Student Personal Information - Changes, requested by Samwise Gamgee on 7-2-2019, are waiting for office review.
- ✓ Contact Information - Changes, requested by Samwise Gamgee on 7-2-2019, are waiting for office review.
- ✓ Calling/Notification System Information - Changes, requested by Samwise Gamgee on 7-2-2019, are waiting for office review.

\* - If no links appear, updates are either not needed or disabled for William.

## Student Information Update

After reviewing information on the page, if not changes are needed, the user can check the 'No Changes' box and click 'Next'. Otherwise, they will make required changes on the page and click 'Next' when complete. After the data is submitted, they will be unable to edit the page.

### Student Information Update: Tell, William

 All changes submitted through the Parent Portal will be reviewed by the school office. Once you have submitted a change request, you will not have access to this page again until the office has reviewed the requested changes.

No Changes:



If you have reviewed the below information for your student and there are no changes, please check this box then press the 'Submit' button at the bottom of the page.

**WARNING: By checking this box you will discard any current changes**

Guardianship Information	
Lives With:	Both Parents <input type="text"/>
Lives With (Names):	Dave Tell <input type="text"/>
Single Parent Household:	True <input type="text"/>
Home Address	
Street:	123 Apple Lane <input type="text"/>
City, State, Zip:	Jackson <input type="text"/> MI <input type="text"/> 49201 <input type="text"/>
Mailing Address	
<input type="checkbox"/>	Check this box if mailing address and home address are the same
Street:	123 Apple Lane <input type="text"/>
City, State, Zip:	Jackson <input type="text"/> MI <input type="text"/> 49201 <input type="text"/>
Student Phones	
Home:	111-111-1111 <input type="text"/> (### ### ####)
Cell:	<input type="text"/> (### ### ####)
Medical Information	
Allergies:	Seasonal <input type="text"/> : List allergies, use comma's to separate (e.g. bee stings, dust, peanuts, etc.)
Medical Alert:	Asthma <input type="text"/> : List medical information you feel teachers and office staff MUST know about your child's health. (e.g. severity of allergies, medications that need to be taken during the school day, etc.)
Other:	Asthma <input type="text"/> : List any other medical needs, considerations, or information you feel the office should know about.




Next


## Contact Information




After reviewing information on the page, if not changes are needed, the user can check the 'No Changes' box and click 'Next'. To add a contact, user will click the 'New Contact' button. To edit an existing contact, user will click the pencil icon next to the desired contact under the 'Actions' column.

### Contact Information For: Tell, William

Edit or add contact data. If no changes are needed, check box and click Next to notify office.

No Changes:    
If you have reviewed the below information for your student and there are no changes, please check this box then press the 'Submit' button at the bottom of the page.  
**WARNING: By checking this box you will discard any current changes**

 [New Contact](#)

Order	Contact Name	Relationship	Emergency Contact	Custody	Lives With	Can Pickup	Actions
1	Martha Tell	Mother		Yes			
2	Samwise Gamgee	Guardian					

[Next](#)


#### LEGEND

- (\*) Pending Changes
- (+) Pending New
- (-) Pending Removal


## New Contact

After clicking the 'New Contact' button, the user will fill out required fields marked with an \* and any additional fields as needed. After completed, user will click the 'Submit' button.

### New Contact

 Your changes have not yet been submitted to the office. Click the Submit button on the [Contact Information](#) page after all changes have been finalized to submit for review.

**Demographic Information**

Prefix  

First Name  \*

Middle Name

Last Name  \*

Employer

Suffix

**Relationship Information**

Relationship  \*



Emergency Contact

## Edit Contact

Back on the contact page, click the pencil icon to edit an existing contact. A window will appear with editable information.

### Contact Information For: Tell, William


 Your changes have not yet been submitted to the office. Click Next to send to office for review and approval.

Order	Contact Name	Relationship	Emergency Contact	Custodial	Lives With	Can Pickup	Actions
1	Samwise Gamgee	Guardian					
2	Martha Tell (+)	Mother		Yes		Yes	

**Next**

Any additional pencil icons will allow the user to edit fields as needed. They can also add phone numbers, email addresses, and physical addresses for contacts as needed. Pending changes will be highlighted in yellow.

### Contact Details For: Samwise Gamgee

 Your changes have not yet been submitted to the office. Click the Submit button on the [Contact Information](#) page after all changes have been finalized to submit for review.


**Back**


**Demographic Information**

**Current Information**


Name  
Samwise Gamgee

Employer

Actions: 

**Pending Changes** 


Employer:  
Frodo Gardens

Change/Cancel: 


After making all desired changes, user will click 'Continue' button at the bottom of the page.

**Addresses**

**Current Information**

Address Type	Address	Start Date	End Date	Priority	Action
Home	555 Main Street Jackson, MI US 49201			1	


**Add Address**


**Continue** 

### Edit Order

User can edit the order for the contacts by selecting a new order.


## Contact Information For: Tell, William

 Your changes have not yet been submitted to the office.  
Click Next to send to office for review and approval.



Order	Contact Name	Relationship	E
1 ▾	Samwise Gamgee (*)	Guardian	
2 ▾	 Tell (+)	Mother	

After all order adjustments are made, click 'Confirm'

## Contact Information For: Tell, William

 Your changes have not yet been submitted to the office.  
Click Next to send to office for review and approval.


Order	Contact Name	Relationship
1 ▾	Martha Tell (+)	Mother
2 ▾	Samwise Gamgee (*)	Guardian

 Click Confirm to save new contact order. [Confirm](#) 



### Submit

Once all changes have been made, click 'Next' button.

## Contact Information For: Tell, William

 Your changes have not yet been submitted to the office.  
Click Next to send to office for review and approval.

[New Contact](#)


Order	Contact Name	Relationship	Emergency Contact	Custodial	Lives With	Can Pickup	Actions
1 ▾	Martha Tell (+)	Mother		Yes		Yes	
2 ▾	Samwise Gamgee (*)	Guardian					

 [Next](#)

## Calling System Update

After reviewing information on the page, if not changes are needed, the user can check the 'No Changes' box and click 'Next'. Otherwise, they will make required changes on the page and click 'Next' when complete. After the data is submitted, they will be unable to edit the page.

### Calling System Update: Tell, William

 All changes submitted through the Parent Portal will be reviewed by the school office. Once you have submitted a change request, you will not have access to this page again until the office has reviewed the requested changes.

No Changes:



If you have reviewed the below information for your student and there are no changes, please check this box then press the "Submit" button at the bottom of the page.

**WARNING: By checking this box you will discard any current changes**

#### Automated Calling System Phone Numbers

The numbers listed below are used in **non-emergency** situations (i.e. school cancellations & delays, event change notifications, and general school/district informational call) **AND** may be used in **emergency** situations (i.e. mid-day school cancellation/dismissals, school/district evacuation, etc.)

Phone #1  (#####)

Phone #2  (#####)

Phone #3  (#####)

Phone #4  (#####)

Phone #5  (#####)

Phone #6  (#####)

The email addresses below can be used for both emergency and non-emergency notifications, depending on your notification system vendor.

#### Parent Emails

Email #1

Email #2

Email #3

#### Student Emails

Email #1

Email #2

Email #3

 **Next**

