

PowerSchool

Tips on becoming a PowerSchool Parent

Welcome to SAU 16's **PowerSchool for Parents**. This information will get you started using PowerSchool. PowerSchool for Parents is easy to use and will allow you take a more active role in your child's education.

PowerSchool offers parents real-time access to grades, attendance, homework assignments as well as class information. You can even e-mail teachers or ask for automatic updates on your student's progress and view the school bulletin. The PowerSchool link is available anywhere in the world, just by logging into the Internet.

Check with your child's school to find out if they are participating in the **PowerSchool for Parents** program. You must obtain your PowerSchool *username* and *password* from the school.

To enter the PowerSchool program:

- Log onto the District's website at <http://www.sau16.org> and Click on the PowerSchool link. It will take you to: <http://powerschool.sau16.org/public>
- On the PowerSchool login page, enter your confidential user name. On the next line, type in the password, exactly as it appears on the PowerSchool letter that you received.

Remember this parent password is confidential - for your eyes only - and shouldn't be shared with anyone.

Once you're inside the PowerSchool Program, you have access to a variety of information at the click of a button. If you have Internet access at home, at work, or even your school library or media center, you can view information on your student at any time.

PowerSchool is a great communication tool, but remember that any questions you ever have about your son or daughter can still be answered by talking to our teachers or administrators.

Grades and Attendance

Once you've logged into PowerSchool, you will see a menu bar at the top of the page. The Grades and Attendance screen appears as the initial page and you also will find a complete listing of all your student's courses, teachers, grades and attendance information.

By clicking on the teacher's name in blue text, you can send an email to your child's teacher. Your computer must be set up to send e-mails from your browser. (Contact your own Internet service provider for help with this feature.)

The [blue](#) links give you more information about your student. If you click on any of these links, it will take you to another screen that displays a list of individual assignments, projects, or class information. Click on those *underlined* items to find out the details for the assignment.

The date at the bottom of the screen shows you the last time the information was updated.

To return to the first screen, simply click on the **Grades and Attendance** button at the top of the page.

The **Grades and Attendance** screen also shows when your student was tardy or absent. Click on the numbers in blue to find out the days and classes in which your son or daughter was late or absent.

You can also look at the grades your student earned earlier this school year by simply clicking on the top icon marked **Grades History**. These are the grades that appeared on student report cards.

Attendance History

Click the **Attendance History** button to see your child's attendance record for each day of the current marking period. On days when school isn't in session, a dash will appear. For a complete listing of all attendance codes, scroll to the bottom of the screen (for detailed attendance information).

Automatic E-Mail Updates/E-Mailing Teacher

You can receive automatic email updates and send emails to your child's teacher(s). After you've logged into PowerSchool, click on the **Email Notification** button.

To receive automatic email updates from the school, check off the information that you'd like to receive about your son or daughter, how often you'd like to receive it, and whether you want that information also sent to you immediately. Please note that we do not use PowerSchool to track lunch or fee balances at this time. Be sure to include the email address where you'd like the information sent and press the blue **Submit** button. Multiple email addresses are separated by a comma on the same line.

To stop receiving these automatic updates, simply unclick the boxes and press **Submit**.

You can email teachers from the **Grades and Attendance** screen or from the **Teachers Comments** screen (click the **Teacher Comments** icon at top). From time to time, teachers may include remarks about your child. To respond to any teacher, simply click on his or her name and your default email program should open with the teacher's email address. Your computer must be set up to send emails from your browser. (Contact your own Internet service provider for help with this feature.) Since teachers work with a large number of students, they may not respond right away, so please be patient. They'll get in touch with you as soon as they can.

Viewing School Bulletin

The PowerSchool program gives students and parent access to the latest information happening in the school. Click on the **School Bulletin** button to pull up the list of school announcements for parents. At the bottom of this screen, you can also access information from the previous day's bulletin by clicking on that date.

All screens give you the option of printing a hard copy of the information.