

PowerParent Instructions

Opening

PowerSchool offers parents real-time access to grades, attendance, and class information. You can e-mail teachers or ask for automatic updates on your student's progress and view the school bulletin. An Internet connection is the only requirement for success. All information about your child is secure and only available to you.

You can enter the PowerSchool program by using any web browser.

In your browser, type the following web address:

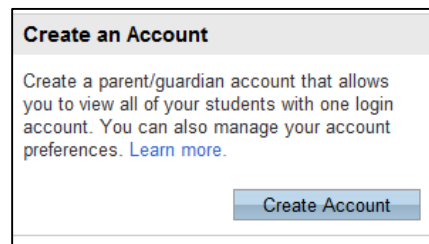
<https://powerschool.avon-schools.org>

Log-in Instructions

Create a Parent/Guardian Account

A parent/guardian account allows you to view the information for one or more students with a single login. You can also manage your personal account preferences.

To create a parent/guardian account, click the "Create Account" link found at <https://powerschool.avon-schools.org>



You will need the following information:

- **Name** - Your first and last name
- **Email** - Student notifications and correspondence related to your parent/guardian account will be sent to this email
- **Desired User Name** - Your user name is your unique PowerSchool identity
- **Password** - Your password must be at least 6 characters long
- **Student Access Information** - Information for a minimum of one student, including the student name, Student ID (**enter this in the Access ID field of the registration form**), Access Code (**may be obtained by students school - enter this in the Access Password field of the registration form**) You will also be asked to choose your relationship to the student.

After you have created your own account you may login using the username and passwords you have chosen.

****Do not forget to Log Off when you are done.****

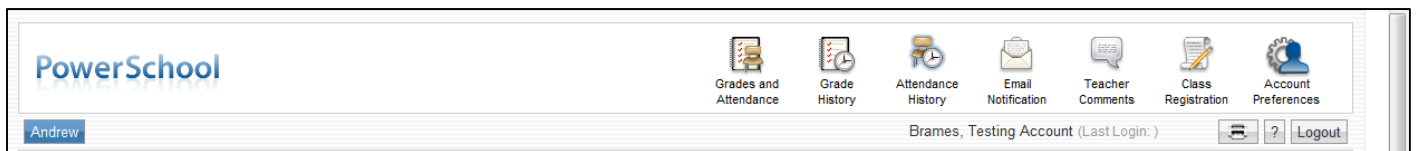
TIPS:

**Blue words are hyperlinks to more detailed information. If it is blue, it is "clickable".

**Keep your user name and password in a safe place. Your password protects your information. Do not share it with anyone. If you forget your information, or misplace it, please e-mail powerparent@avon-schools.org and we will be happy to assist you.

**Please be patient when waiting for grades to be submitted. It is not realistic to expect teachers to enter grades on the same day the assignment is due.

Once Logged On.....



Once logged on to PowerSchool, you will see a menu bar at the top of the screen. The default screen that appears is Grades & Attendance screen. **The children you have registered when you created your account will appear as blue links at the top of the page.** Click each child's link to view their information.

Grades & Attendance: Displays the current quarter grade and attendance data. If you have questions regarding attendance information, please contact your child's building attendance secretary.

Grades History: Displays all stored grades for the current year.

Attendance History: Displays attendance data for the current year. If you have excused an absence for your child, the code AB will appear in daily section of attendance. Do not be concerned if you see the code AX in a meeting attendance section; that code is assigned by the teacher who may not be aware of the excused absence.

Email Notification: Parents can request various email notifications.

Teacher Comments: Displays all current teacher comments.

Class Registration: This module allows students to enter their class requests for next year's courses on-line. ***This feature currently is not being used.***

Account Preferences: Allows you to add students to your account or modify your account information.

Grades & Attendance: On this screen you will find a complete listing of your child's courses, teachers, current grade averages, and attendance information.

Grades and Attendance													
Attendance By Class													
Exp	Last Week					This Week					Course	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F			
P1(A)											Earth Science Shayotovich, Jenny	2	0
P2(A)											Chemistry 1 Shayotovich, Jenny	2	0
P3(A)											Botany Shayotovich, Jenny	2	0
P4(A)											General Science Shayotovich, Jenny	2	0
P5(A)											Pre-Calculus Shayotovich, Jenny	2	0
											Attendance Totals	10	0

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

Legend
 Attendance Codes: Blank=Present | 01=Tardy 20 | 02=administrator Conference | 03=Unverified | 04=Bereavement | 05=Court | 06=Early Dismissal | 07=Extended Medical | 08=Family Emergency | 09=Military Duty | 10=Homebound | 11=Illness | 12=Incarcerated | 13=Job Shadow | 14=Vocational | 15=Medical verified | 16=Nurse | 17=Other | 18=Prearranged | 19=Guidance/Special Ed | 20=Religious Observation | 21=Suspension | 22=Truant | 23=College Visit | 24=Unexcused |

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

Print Page

By clicking on the teachers' name, you can send an email to your child's teacher.

The scores are linked to a page that provides detailed information about your child's current grade. If you click on the grade ([blue link](#)), it will take you to a page listing the individual assignments and scores that make up that grade. (See below)

By clicking on the attendance totals ([blue link](#)), you may see which dates your child was absent from this class.

Please note: the "Attendance Totals" represent the total PERIODS absent and tardy, not days. DAILY attendance is noted in the table at the bottom of the screen.

If the assignment link is [blue](#), you may click on it to see a description of the assignment.

At the bottom of the screen, you will see the date that grades were last updated.

To return to the first screen at any time, simply click on the Grades and Attendance icon at the top of the screen.

Attendance History: This represents your child's attendance record for the current quarter. On days when school is not in session, a dash will appear. Attendance codes are listed at the bottom of the screen.

Email Notification

The screenshot shows a web form titled "Email Notifications". It contains the following fields and options:

- What information would you like to receive?** (checkboxes):
 - Summary of current grades and attendance
 - Detailed reports showing all assignment scores for each class
 - Detailed report of attendance
 - School announcements
 - Balance Alert (Note: Will only be sent when a student is low on funds.)
- How often?** (dropdown menu):
 - Never
- Send now?** (checkbox):
 -
- Email Address(es)** (text input field):
 - (separate multiple email addresses with commas)

A "Submit" button is located at the bottom right of the form.

The Email Notification screen allows you to register to receive automatic email updates sent to your personal email account. If we have an email on file for you, it will appear in this box. If that is not present, or not accurate, please replace it with your correct address. Hit submit when done.

It does take a few minutes for this to be sent, as the server does not update immediately. Also, if you do not see it within an hour or so, check your SPAM mailbox.

IMPORTANT: The PowerSchool system generates these emails. **PLEASE DO NOT REPLY TO THE AUTOMATED EMAILS.** The message will not be received or answered.

Teacher Comments

This screen allows you to view any comments that teachers may have submitted for your child. From here, you are able to see your student's schedule and teachers. As with the Grades & Attendance screen, you have the ability to click on the teachers' name to send an email to them.

All screens give you the option of PRINTING the information.

PowerSchool Disclaimer:

This system is provided as a convenience. Grades and other information provided by this system are not official records and may or may not be accurate. Neither this institution nor Pearson Education accepts any responsibility for information provided by this system and/or for any damages resulting from information provided by this system. For official grades and student records, contact your school.

If you or your student feels that there is an error in any of the reporting, you are urged to contact the teacher directly, either by using the email link provided or call the school.