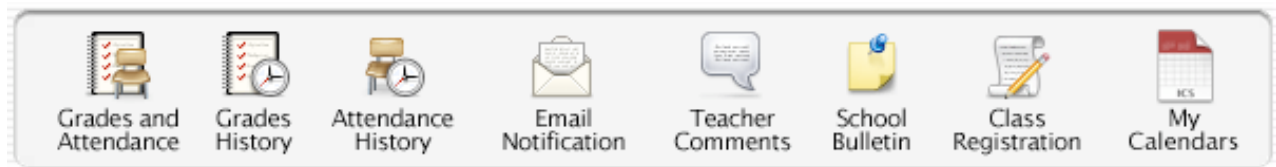


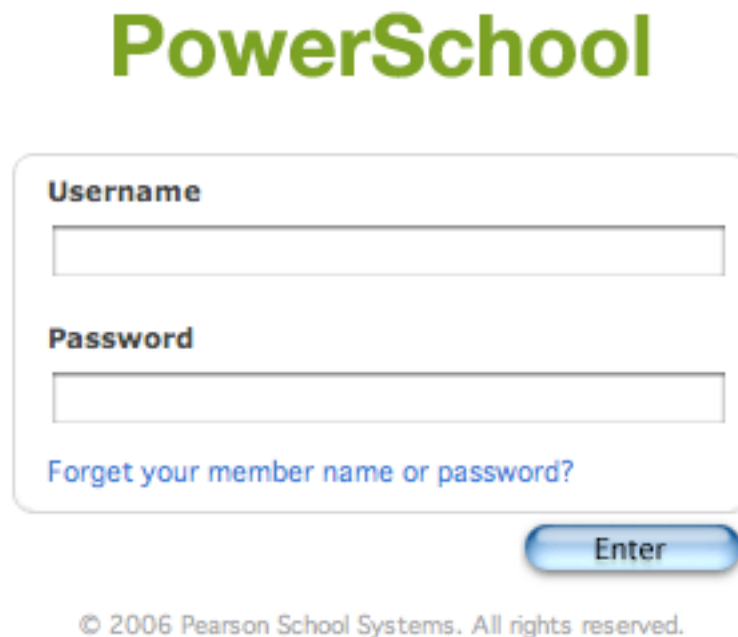
# PowerSchool



Parent Information Packet  
Shelby County Schools  
2008-2009

## Logging In To PowerSchool:

1. Make sure you are connected to the Internet. (For help with connecting to the Internet, contact your Internet Service Provider.)
2. Open an Internet browser. (i.e. Internet Explorer, Firefox, Safari, Opera, etc.)
3. Access the PowerSchool server. <https://ps.scsk12.org/public>
5. The following login page will appear.



The image shows a screenshot of the PowerSchool login page. At the top, the word "PowerSchool" is written in a large, bold, green font. Below this, there is a white rounded rectangular box containing the login fields. The first field is labeled "Username" in bold black text, followed by a white text input box. The second field is labeled "Password" in bold black text, followed by a white text input box. Below the password field, there is a blue link that says "Forget your member name or password?". At the bottom right of the white box, there is a blue button with the word "Enter" in white text. Below the white box, there is a copyright notice: "© 2006 Pearson School Systems. All rights reserved."

6. Type in the username. (Confidential ID)  
Note: Your child's school provides this information.
7. Type in the password. (Included with the Confidential ID)  
**NOTE:** Saved passwords may cause the log in to fail.
8. Click on the **Enter** button.

**Note: If you need assistance with your PowerSchool Parent username and/or password, please contact your child's school.**

When you finish with PowerSchool, make sure you Log Off from the site by clicking on the **Log Out** button, which is available on all screens.

# PowerSchool

## Available Features of PowerSchool Parent



### **Grades and Attendance**

This is the default screen. Current grades and attendance for all of your child's classes will be displayed in this window.



### **Grades History**

Grades earned in previous terms will be displayed in this window.



### **Attendance History**

Attendance for all of your child's classes will be displayed in this window. The number of days displayed in this window varies from school to school.



### **Email Notification**

Use this window to request periodic emails with your child's grade and attendance information.



### **Teacher Comments**

Comments entered by your child's teacher will be displayed in this window.



### **School Bulletin**

Announcements and information about school activities will be displayed in this window.



### **Class Registration**

High School Students will be able to view their future requests using this window.



### **My Calendars**

Assignments entered by your child's teacher in the gradebook can be set to appear on your iCal (Macintosh) or Sunbird (PC) calendar software.



# PowerSchool

## Grades and Attendance

The **Grades and Attendance** page is the default page when you log in to PowerSchool. This page gives you a quick look at how your child is doing in school. From this screen you have access to attendance information for the last two weeks, teacher names with e-mail links, current grade averages, and attendance totals for the current term.

Grades and Attendance

Pop	Last Week					This Week					Course	Attendance by LineID						Absences	Tardies
	W	T	W	Th	F	W	T	W	Th	F		Q1	Q2	Q3	Q4	Q5	Q6		
99(0)											Homeroom 17 <a href="#">Lynn, Lynn</a>							0	0
1(4)											AP English 12 LIT. and COMP. <a href="#">Thompson, Mary</a>	85	85	81	85			0	0
2(6)											Progressing 8 <a href="#">Mason, Peter</a>	99	99	95	99			0	0
3(3)											Spanish III Honors <a href="#">de Nigro, Lisa</a>	90	90	0	90			0	0
4(3)											Science 101 <a href="#">Jefferson, Thomas</a>							0	0
5(3)											Pre-Calculus Honors <a href="#">Phares, Lisa</a>	97	97	95	97			0	0
6(4)											AP Physics (L) <a href="#">Lindley, Alan</a>	78	84	85	87			0	0
											<b>Attendance Totals</b>						0	0	

1. Student Attendance for each class is displayed here.

2. Teacher Name

3. Class Averages

4. Attendance Totals

Last Week		This Week		Absences		Tardies									
M	T	W	F	M	T	W	F	Q1	YTD	Q1	YTD				
								0	0	0	0				
<b>Attendance Totals</b>												0	0	0	0

Legend  
 Attendance Codes: Blank=Present | AT=Absent by teacher | EPA=Excused Partial Absence | UPA=Unexcused Partial Absence | EO=Excused absence | E1=Illness | E2=Death/illness family | E3=Representing school | E4=Religious holiday | E5=Legal court summons | E6=Circumstance approved by Principal | UO=Unexcused absence | U1=Overslept/alarm problem/etc. off | U2=Transportation related | U3=Personal/family related | U5=Out of town/vacation | U99=Other | ISS=in school suspension | OSS=Out of school suspension | EXP=Expulsion | REM=Remanded to alt. setting | HB=Homebound | FT=Field trip | CT=Contract Student  
 Citizenship Codes: E=Excellent | G=Good | S=Satisfactory | N=Needs improvement | U=Unsatisfactory | -=No Conduct

Print Page

- Attendance Information – Attendance codes entered by the teacher for the previous and current week are displayed.  
**NOTE:** Elementary and Middle School teachers only record attendance during Homeroom.
- Teacher Name – If you click on the teacher name, you are able to e-mail that teacher.  
**NOTE:** You must have your e-mail settings set correctly for this to work.
- Class Averages – You will notice that the score in the term column is listed in blue. By clicking on that number you will display the **Class Score Detail** page.
- Attendance Totals – Any time you see a number in the attendance columns listed in blue you can click on the blue number for more specific information about that absence or tardy.

**Key Concept:** Any time you see something displayed in blue it means that it is a link to more information.

**Class Score Detail Page** - displayed by clicking on the score in the term column of the **Grades and Attendance** page.

The **Class Score Detail** Page displays specific class assignment and grade information. As with the **Grade and Attendance** page, if you see something written in blue it is a link to more information. The Assignment, Assignment Category, and the Score may link to more information.

At the top of the page you may also find grading information that the teacher has submitted. This can help you understand the class expectations, grading schemes, and grading philosophies of the teacher for this particular class.

**Class Score Detail**

Course	Teacher	Expression	Final Grade
Pre-Calculus Honors	<a href="#">Pisano, Leonardo</a>	1 (A)	A 95%

Grading: The Nine Weeks average will be calculated based on total points earned from homework, class work, projects, quizzes and tests. The First Semester average will be calculated by multiplying each nine weeks averages by .4, the semester exam by .2 and adding the two products. Class rules: 1. Be in your seat when the tardy bell rings. 2. Have pencils sharpened and supplies ready at the start of class. 3. Demonstrate respect for yourself and others. - NEVER speak when someone else is speaking, and give special attention to your classmates when they are at the board. - DO NOT touch anything that does not belong to you 4. Do not put your head down during class. Conduct Grading: 1. If the student never violates the class rules, he/she will receive an E 2. If the student violates the tardy rule he/she will receive a Tardy Slip and the conduct grade will be dropped to an S 3. If the student goes to negative consequence 2, the conduct grade will be dropped to an S 4. If the student goes to negative consequence 3 or beyond, the conduct grade will be dropped to an N

Due Date	Category	Assignment	Score	%	Grd
01/08/2007	QUIZ	7.2 Quiz	36/36	100	A
01/10/2007	HW	<a href="#">7.3 HW</a>	10/10	100	A
01/11/2007	TEST	<a href="#">Ch.7 Test</a>	106/100	106	A
01/19/2007	HW	7.5 Homework	0/10	0	F
01/19/2007	QUIZ	7.4-5 Quiz	28/38	73.68	D
01/24/2007	Classwork	Group participation	10/10	100	A
01/25/2007	QUIZ	8.1 QUIZ	36/33	109.09	A

Grades last updated on 1/30/2007

Print Page

1. Class Description – Some teachers have included a class description and/or grading philosophy.
2. Teacher Name – If the teacher name is displayed in blue, you can click it to e-mail the teacher. (Note: You must have your e-mail settings set correctly for this to work.)
3. Assignment Description – If the assignment name is displayed in blue, you can click it to read a description of that assignment and access any associated Internet links.

**Key Concept:** If there is an assignment listed but there is no score – check the date. This may be an assignment that has been listed to make parents aware of an upcoming due date. Teachers may also use special codes for assignment scores to convey information to parents. These codes may be similar to:

EX – excused

MI – missing



# PowerSchool

## Attendance History

The **Attendance History** page allows you to have a detailed view of your child's classroom attendance in school. At the bottom of the page you will find the attendance legend that shows the attendance codes that are used in Shelby County Schools.

Parents are encouraged to read through the attendance policy in the Shelby County Schools Student Handbook.

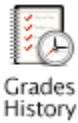
### Meeting Attendance History

Course	Expression	1/1-1/5					1/8-1/12					1/15-1/19					1/22-1/26					1/29-2/2					
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
Homeroom 12 Law, Iris M101 F: 8/1/06 L: 6/2/07	HR(A)	-	-			AT	)	-																			
AP English 12 Lit. and Comp. Twain, Mark M125 E: 8/1/06 L: 6/2/07	1(A)	-	-				)	-																		AT	-
Programming II Norton, Peter V201 F: 8/1/06 L: 6/2/07	2(A)	-	-										AT														-
Spanish III Honors de Vega, Jose C210 F: 8/1/06 L: 6/2/07	3(A)	-	-																								-
US Government Jefferson, Thomas M209 L: 1/2/07 L: 6/2/07	4(A)	-	-			AT																					-
Pre-Calculus Honors Picano, Leonardo A209 F: 8/1/06 L: 6/2/07	5(A)	-	-				)	-						AT													-
AP Physics (C) Einstein, Albert A203 F: 8/7/06 L: 6/2/07	6(A)	-	-																								-

#### Legend

Attendance Codes: Blank=Present | AT=Absent by teacher | EPA=Excused Partial Absence | UPA=Unexcused Partial Absence | EO=Excused absence | E1=Illness | E2=Death/illness family | E3=Representing school | E4=Religious holiday | E5=Legal court summons | E6=Circumstance approved by Principal | UO=Unexcused absence | U1=Overslept/alarm problem/elec. off | U2=Transportation related | U3=Personal/family related | U5=Out of town/vacation | U99=Other | ISS=In school suspension | OSS=Out of school suspension | EXP=Expulsion | REM=Remanded to alt. setting | HB=Homebound | FT=Field trip | CT=Contract Student |

- AT is the code entered by the teacher when your child is absent from class.  
**NOTE:** Elementary and Middle School teachers only record attendance during Homeroom.
- The legend provides a description of each attendance code you may see on the **Attendance History** page.



# PowerSchool

## Grade History

The **Grade History** page allows you to view a list of all grades that your child has earned to this point in the year. In one sense this view becomes essentially a report card screen. In this view you are able to see the grade, conduct and the credits\*\* earned (seen after the semester is completed).

You may see the following terms depending on when you are accessing the page:

- Q1 = Quarter One grades
- Q2 = Quarter Two grades
- Q3 = Quarter Three Grades
- Q4 = Quarter Four grades
- ^^G1 = Dec Gateway Exam grades
- \*\*G2 = May Gateway Exam grades
- \*\*E1 = First Semester Exam grades
- \*\*E2 = Second Semester Exam grades
- S1 = Semester One grades
- S2 = Semester Two grades

\*\* *High School and Middle School Algebra 1 only.*

^^ *High School Fall Gateway courses only.*

Grade History					
E1					
Course	Grade	%	Cit	Hrs	
AP Biology	85	85	-	0	
AP US History	93	93	-	0	
Chamber Choir	99	99	-	0	
English 11 Honors	90	90	-	0	
Pre-Calculus Honors	96	96	-	0	
World Geography Honors	101	101	-	0	
Q1					
Course	Grade	%	Cit	Hrs	
AP Biology	82	82	E	0	
AP US History	93	93	E	0	
Chamber Choir	100	100	S	0	
English 11 Honors	89	89	E	0	
Pre-Calculus Honors	97	97	E	0	
World Geography Honors	97	97	S	0	
Q2					
Course	Grade	%	Cit	Hrs	
AP Biology	85	85	E	0	
AP US History	97	97	E	0	
Chamber Choir	100	100	S	0	
English 11 Honors	94	94	E	0	
Pre-Calculus Honors	90	90	E	0	
World Geography Honors	97	97	S	0	
S1					
Course	Grade	%	Cit	Hrs	
AP Biology	84	84	-	0.5	
AP US History	95	95	-	0.5	
Chamber Choir	100	100	-	0.5	
English 11 Honors	91	91	-	0.5	
Pre-Calculus Honors	94	94	-	0.5	
World Geography Honors	98	98	-	0.5	

1. Notice the percentage grades are listed in blue. Clicking on one of these numbers will bring up the **Class Score Detail** page to show the assignments with the associated grades that made up that particular score.



# PowerSchool

## E-mail Notification

The **E-mail Notification** page allows you, as a parent, to set up an automatic e-mail update that is sent to you. You will select the specific type of information that you want to receive and how often you want to receive it. You must also enter the e-mail address(es) where the notifications are to be sent.

The screenshot shows the 'Email Notifications' form. It includes a list of information types with checkboxes, a frequency dropdown menu, a 'Send now?' checkbox, and an email address input field. A 'Submit' button is at the bottom right. Numbered callouts point to: 1. The list of information types; 2. The 'How often?' dropdown menu; 3. The 'Send now?' checkbox; and 4. The 'Email Address(es)' input field.

1. Select the box next to each information type you would like to receive via e-mail.
  - Summary of current grades and attendance** - Sends out one e-mail giving a summary of final grade and attendance totals for each of your child's classes. *This is the option most recommended for parents.*
  - Detailed reports showing all assignment scores for each class** - Sends out one e-mail for each class listing the assignments and scores. (Note: if your child has six classes you will receive six e-mails, one for each class.)
  - Detailed report of attendance** - Sends out an e-mail containing detailed attendance for each class in which your child is enrolled for the current term.
  - School announcements** – Sends out an e-mail containing announcements from your child's school.
  - Balance Alert** – Shelby County Schools does not have this function available to parents at this time.

**NOTE:** The more items you select, the more e-mails you will receive.

2. Using the pull down options, choose how often PowerSchool will send an e-mail to you.

**NOTE:** Because grades do not change dramatically over a short span, it is recommended that you not choose the **Daily** option. Either the **Once a Week** or **Once Every Two Weeks** option is the recommended choice. Weekly updates are sent out automatically on Monday night or the next instructional day if Monday is a school holiday.


3. Enter the e-mail address of the account to which you want e-mail sent. You can have these e-mails sent to multiple e-mail accounts by separating the e-mail accounts with commas, no spaces.
4. Select the **Send Now** option and click **Submit** to notify the PowerSchool server to send e-mail(s) to the designated e-mail account(s) now.

**NOTE:** At any time you can come back to this configurations screen and make changes to your choices. Upon selecting the **Submit** button, those changes will take effect.



The **Teacher Comments** page allows you to view any comments that teachers may have submitted for your child. From here you are able to view your child's current schedule with teacher names and comments.

Teacher Comments			
Exp.	Course	Teacher	Comment
HR(A)	Homeroom 12	Lane, Lois	
1(A)	AP English 12 Lit. and Comp.	Twain, Mark	
2(A)	Programming II	Norton, Peter	Great Potential.
3(A)	Spanish III Honors	de Vega, Lope	
4(A)	US Government	Jefferson, Thomas	
5(A)	Pre-Calculus Honors	Pisano, Leonardo	
6(A)	AP Physics (C )	Einstein, Albert	Hard worker.

Print Page 

1. **Teacher Name** – If the teacher name is displayed in blue, you can to click it to e-mail the teacher. (Note: You must have your e-mail settings set correctly for this to work.)
2. **Comments** – Comments entered by the teacher about your child are displayed.