What is PowerSchool?

PowerSchool is an online application with secure access for parents to:
- View grades and attendance for 6th -12th graders throughout the school year
- View Attendance (only) for elementary students throughout the school year
- Review 5th - 11th grade course requests for the upcoming school year (around the middle of second semester)
- Preregister returning students each school year (Link is *within* PowerSchool)

Information displayed is as current as the last time front offices and/or teachers entered and saved attendance and grade book information.
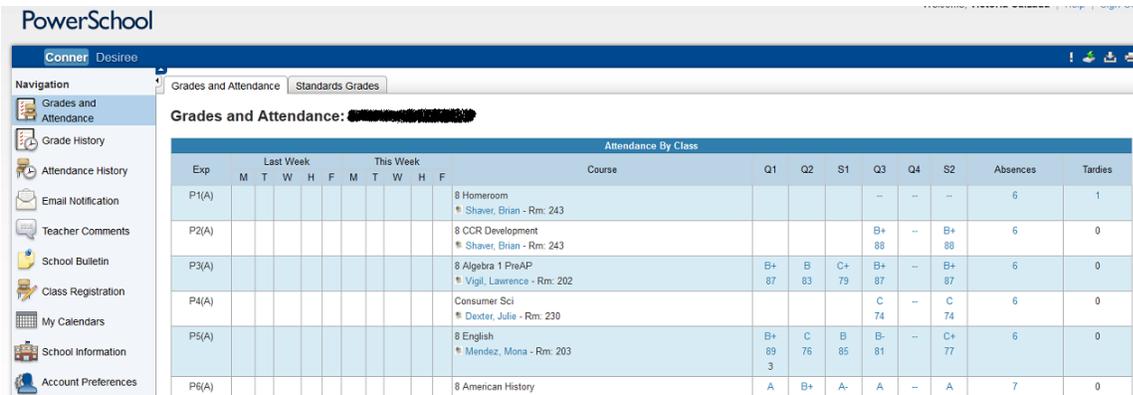
How can I get access?

Access ids and passwords are created within a few days of a student's enrollment at an RRPS school. To gain access to your PowerSchool access id and password required to set up a PowerSchool account or add a student to an existing account, simply visit an RRPS school 7:30-3:30 on school/in-service days with a photo ID. You will be provided a letter with an access id and access password for each of your children enrolled in an RRPS school. These access ids and passwords allow you to create a 'single sign-on' account that will allow you to view data on your students within a single account.

- You can access PowerSchool from any computer with secure online access (i.e., the public library).
- For the protection of your child's data, NEVER share your password with anyone who is not a legal parent/guardian of that student.
- Be SURE to close the PowerSchool site if you are leaving the computer even for what you think may be a 'split second'.
- IF you have children at more than one school, you can pick up the access id and password for all of your children at the same time, at any RRPS school, even if you do not have a child at that school, but find it is simply more convenient for you.
- Make sure to pick up a PARENT letter and use the credentials from that letter. Do not get these confused with STUDENT login credentials, which are provided by school staff to applicable students.

How do I use PowerSchool?

Once you've logged into the system, you will see a screen similar to this one:

Notice the links on the left (*Grades and Attendance, Grade History*, etc.)

School Bulletin will display any information posted on the PowerSchool bulletin.

Class Registration is used close to the end of each school year for current 5th thru 11th graders to request their upcoming year classes.

Email Notification allows for automatic emailing of current grades and attendance to an email address or set of addresses you specify.

Account Preferences allows you to make various changes to your account, such as changing your password.

Returning Student Registration redirects you to our online registration system and my only display at the end of each school year (this is new the Summer of 2014).

Can I change my PowerSchool User name and/or Password?
Yes, once you have set up a single sign-on account and are logged in, you can use the **Account Preferences** link to change one or both of these items.

Can more than one parent/guardian have access to a child's information?
Yes, but please note:
- Parents must have legal rights to view their child's school records.
- It is the responsibility of all parents and legal guardians to coordinate the sharing/protection of any shared login credentials, although each parent can set up their own individual account.
- To set up email notifications to multiple guardians, see the instructions (link is available at the top of the RRPS PowerSchool web page).

Can students access their own accounts?

Yes, students are provided their **student** account logins by school staff as necessary, typically their school Counselor. Note that their version of the portal does not include everything the parent portal includes.

Who do I contact if my child's information seems wrong?

➢ ***Basic student information corrections*:** Front office of your child's school

➢ ***Attendance:*** Attendance office of your child's school

➢ ***Assignment and/or Grade Concerns*:** Please do not contact teachers regarding a grade until you have addressed your concern with your child. This service is not intended to increase the volume of calls/emails to teachers, but to assist you in working with your child first to address concerns before it is too late. Follow up with the teacher as needed afterward.

Do I need to create a new PowerSchool account each school year?
We have no plans to reset user names or passwords each year.

If my child moves from one school to another during a school year, do I need to do anything to update their account?
No. The application will display your child's data from the school they are enrolled in at any given time.

If I live OUT OF TOWN, can I have access to my child's information via a PowerSchool account?

Yes, but please note:
- A parent must have the legal right to view their child's school records.
- It is the responsibility of all parents and legal guardians to coordinate the sharing/protection of shared login credentials. This includes local parents/guardians coordinating with distant parents/legal guardians.
- To set up email notifications to multiple guardians, see the instructions via the link at the top of the RRPS PowerSchool web page.
- Under extreme circumstances, a distant parent/legal guardian will need to acquire their access id and password from their child's Principal or Assistant Principal (EACH child's Principal/Asst. Principal if more than one school is involved).

I forgot my user name and/or password!
Click on the blue *Having trouble signing in?* link on the sign-in screen. If you have a valid email address set up within your account, you will receive an email at that address.

What if I do not have a computer or internet access in my home?

- You can access the PowerSchool website from any computer with secure online access (i.e., the public library, your local senior center, etc.).
- For the protection of your child's data, NEVER share your child's user name or password.
- Be SURE to close the PowerSchool site if you are leaving the computer even for what you think may be a 'split second'.

Why are student report card grades mailed, yet parents/guardians must visit a school to acquire login information?

The difference: Report cards do not give away anything that can be used against a child, whereas the PowerSchool access letters do.

If we were to mail out the PowerSchool access letters, we would be opening the door for the wrong recipients to be able to log into PowerSchool and view sensitive data for which they have no legal right.