

Staples HS PowerSchool Student/Parent Portal Reference Sheet

Navigation Menu - This serves as the central point for you to navigate the different pages within the PowerSchool Student/Parent Portal.

- **Grades and Attendance:** Click to view student grades and attendance for current term. (More information below)
- **Class Assignments:** Click to view the student's assignments from all classes in the current year.
- **Historical Grades:** Click to view student's grades for previous school years and terms.
- **Attendance History:** Click to view attendance for the current term.
- **Email Notification:** Click to show the email notifications you receive at a frequency of your choosing. (More information below)
- **Class Registration:** Click to access where the student will register for next year's courses.
- **Balance:** Click to view the student's current outstanding fee's balance.
- **My Schedule:** Click to show the student's schedule for current week and term.
- **Demographic Info:** Click to view the student's demographic information (i.e. DoB, Name, Locker information).
- **School Bulletin:** Click to view a bulletin message from the school.
- **Transportation Info:** Click to view the student's Transportation information.
- **Honor Roll:** Click to view the student's Honor Roll History
- **Course Recommendations:** Click to view course recommendations given by your teachers.
- **Next Year Schedule:** Click to view your next year's schedule.
- **Account Preferences:** Click to see information about updating your password and contacting the Parent Help Desk.
- **Returning Student Registration:** Click to fill out the Returning Student Registration form.
- **Student Reports:** Click to view the different student reports you are allowed to run.

Please be aware that some of these features will not be accessible at different times throughout the year. For example, the Class Registration option will only be enabled for the period of time that students are permitted to request courses for the next year.



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Email Notification - The Email Notification page provides you with the ability to choose how often you wish to receive emails, the type(s) of information included in these emails, and to add additional email accounts to receive these emails.

What Information Would You Like to Receive?

- Summary of Current Grades and Attendance
- Detail Report Showing Assignment Scores for Each Class
- Detail Report of Attendance

Frequency

How Often?

Apply These Settings to All Your Students?

Send Now For

The choices you have for how often you will receive emails are: **Never, Weekly, Every Two Weeks, Monthly, and Daily.**

Viewing Grades and Attendance - The Grades and Attendance page displays comprehensive information about a student's grades and attendance for the current term, cumulative GPAs, and a legend explaining the meaning of each attendance code.

Please refer to the text on the graphic below for more information about what you have access to on this page.

Grades and Attendance

Counselor: [REDACTED]

Attendance By Class

Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	F1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F										
1(A,C-D)	-	-	-	-	-	-	-	-	-	-	PHOTOGRAPHY 2 Email [REDACTED] - Rm: 1029				[i]	[i]	[i]		0	0
2(A-B,D)	-	-	-	-	-	-	-	-	-	-	PRE-CALCULUS A Email [REDACTED] - Rm: 3065	■	■	■	[i]	[i]	[i]	■	4	0
3(A-C)	-	-	-	-	-	-	-	-	-	-	SOPH. LIFETIME ACT. Email [REDACTED] - Rm: 163-3	■							0	1
3(A-C)	-	-	-	-	-	-	-	-	-	-	SOPH. WELLNESS Email [REDACTED] - Rm: 188		■						3	0
3(A-C)	-	-	-	-	-	-	-	-	-	-	SOPH. CO-OP. GAMES Email [REDACTED] - Rm: 255				[i]				0	0
3(A-C)	-	-	-	-	-	-	-	-	-	-	SOPH. RACQUET GAMES Email [REDACTED] - Rm: 255					[i]			0	0
4(B-D)	-	-	-	-	-	-	-	-	-	-	ENGLISH 10 Email [REDACTED] - Rm: 2015	■	■	■	[i]	[i]	[i]	■	1	0
5(A,C-D)	-	-	-	-	-	-	-	-	-	-	SPANISH 3 A Email [REDACTED] - Rm: 1051	■	■	■	[i]	[i]	[i]	■	6	0
6(B-D)	-	-	-	-	-	-	-	-	-	-	U.S. HISTORY Email [REDACTED] - Rm: 2064	■	■	■	[i]	[i]	[i]	■	4	0
7(A-C)	-	-	-	-	-	-	-	-	-	-	MUSIC TECHNOLOGY Email [REDACTED] - Rm: 1003	■	■	■					5	0
8(A-B,D)	-	-	-	-	-	-	-	-	-	-	CHEMISTRY A + LAB Email [REDACTED] - Rm: 3028	■	■	■	[i]	[i]	[i]	■	5	0
CON(A-D)	-	-	-	A	-	-	-	-	-	-	CONNECTIONS Email [REDACTED] - Rm: 184		[i]	[i]	[i]	[i]	[i]		7	0
Attendance Totals																		35	1	

To view absences or tardies, click on the number in the column. This will bring you to the Dates of Attendance page where all absences and tardies are displayed.

To send an email to a teacher, click on the name of the teacher.

The student's cumulative GPAs are listed here.

Current Cumulative Transcript GPA (Q2):
SHS Unweighted: 3.42
SHS Weighted: 3.56
[Show dropped classes also](#)

To view grade details for a specific class, click on the grade in the term column.

Attendance By Day

Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	21-22	YTD	21-22	YTD
										0	0	0	0
Attendance Totals										0	0	0	0