



RICHLAND ONE

PowerSchool Account Request Form

October 4, 2022

Information Required to Request Account

Complete the section for the specific type of account that you are requesting. All information is needed in order to create an account.

If a teacher does not know their ID numbers, they are responsible for obtaining that information. They can go log into the SCDE Educator Portal by using the link below to access their information. <https://ed.sc.gov/educators/certification/cats/>

If a teacher is new to teaching and has not received a certificate or Educator ID numbers, indicate that where that information is requested.

If a teacher is an international teacher, indicated that where the certificate and Educator ID numbers are required.

PowerSchool Admin Account Principals, District Staff, Counselors, Psychologists, etc.		PowerTeacher Account Classroom teachers	
Last Name		Last Name	
First Name		First Name	
Employee Munis ID		Employee Munis ID	
Email Address		Email Address	
Position		Position	
Gender (male/female)		Gender (male/female)	
Ethnicity (See below for options)		Ethnicity (See below for options)	
School/Location		School/Location	
Office/Classroom Phone Number	803-	Office/Classroom Phone Number	803-
Purpose for Using PowerSchool		Certificate ID	
		Educator ID	

Ethnicity Options
Only these options are available per federally reporting guidelines.

- American Indian or Alaska Native (I)
- Asian (A)
- Black or African American (B)
- Hispanic/Latino (H)
- Native Hawaiian or Other Pacific Islander (P)
- White (W)

Staff Member Printed Name

Signature

Date

Supervisor Printed Name

Signature

Date