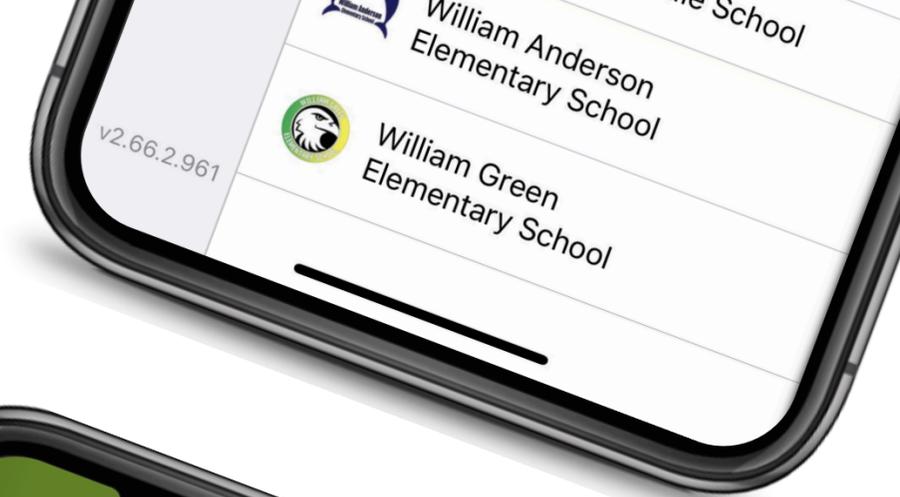
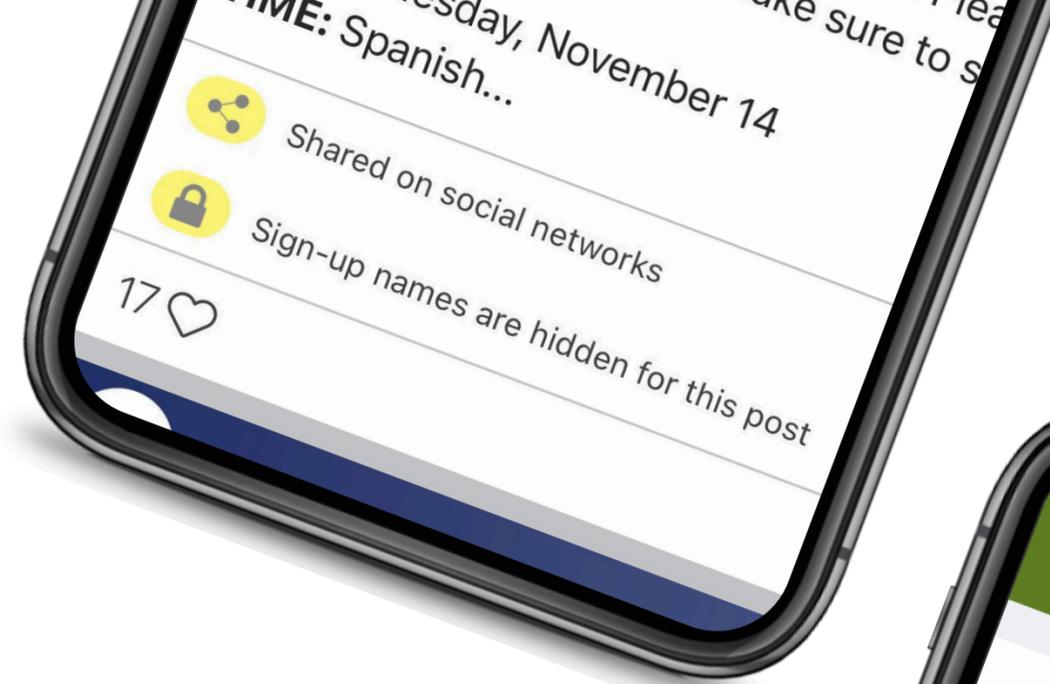
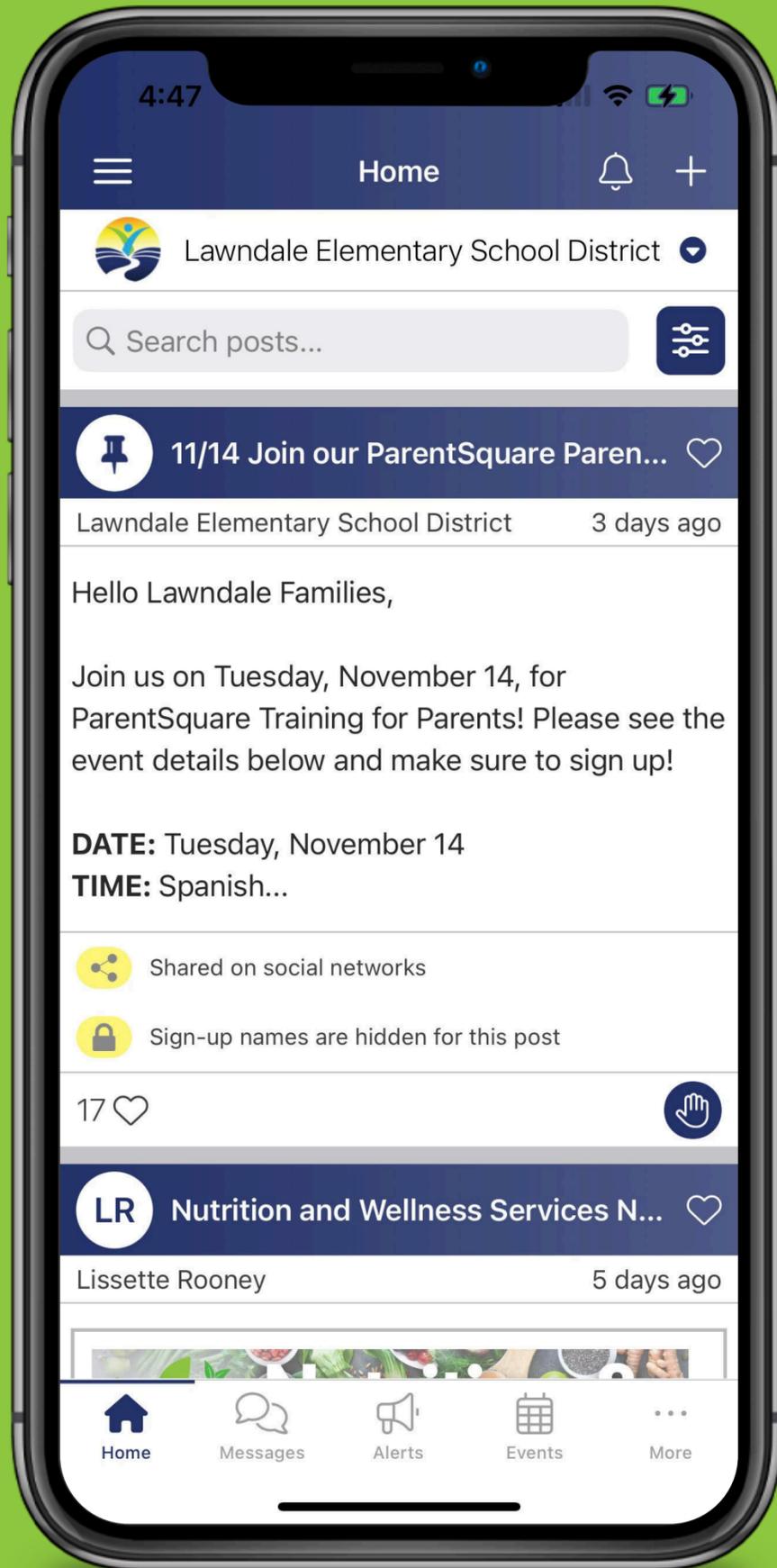




# ParentSquare

## PARENT & GUARDIAN TRAINING





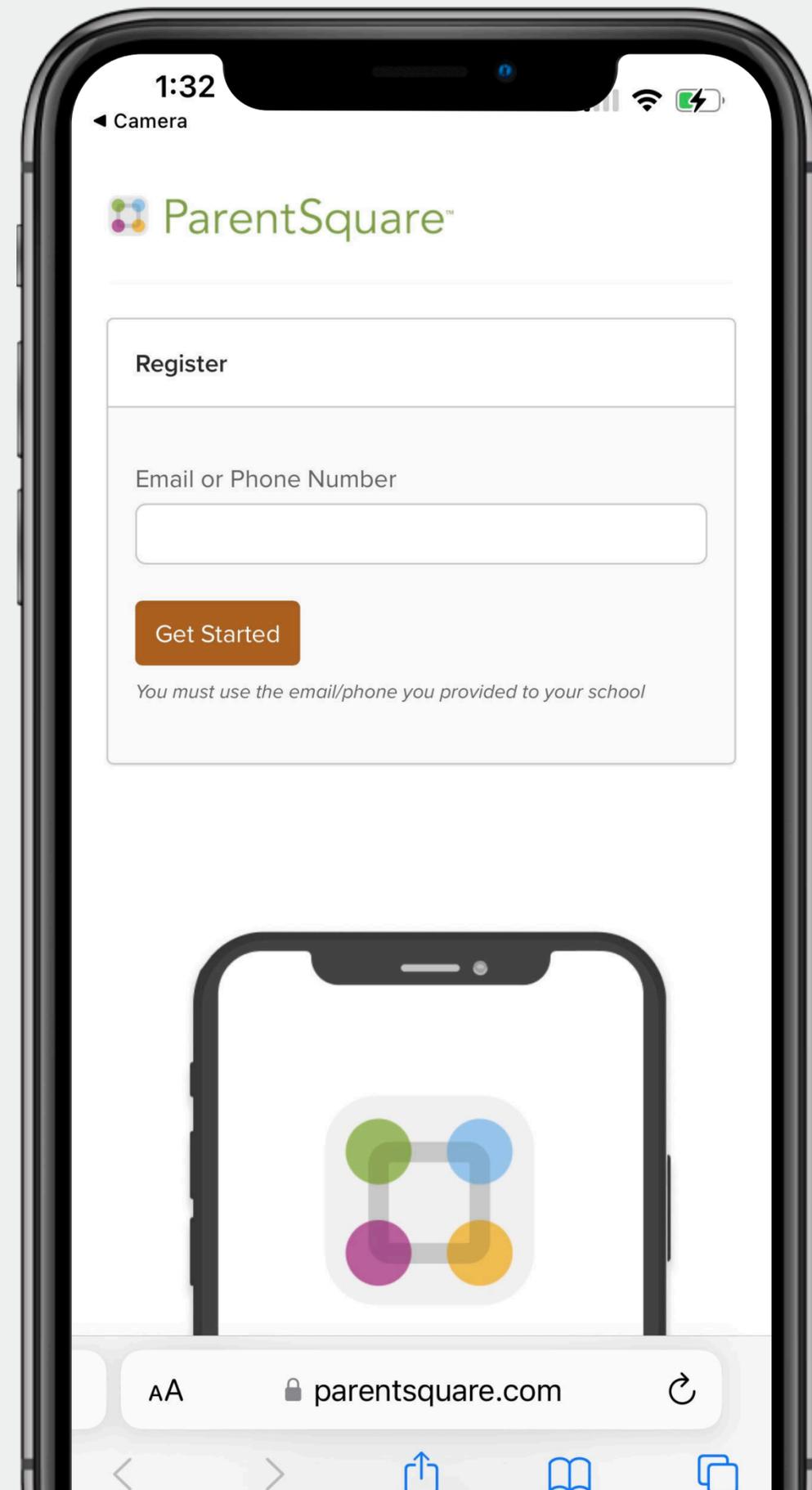
# ABOUT PARENTSQUARE

- ParentSquare is the district, school, and teachers' main form of communication with parents and guardians.
- App that allows us to push school-related messages and emergency communications all from one platform!
- An equitable platform that translates into over 100 different languages using real-time and automatic translations.
- **Who has access?** Parents and legal guardians

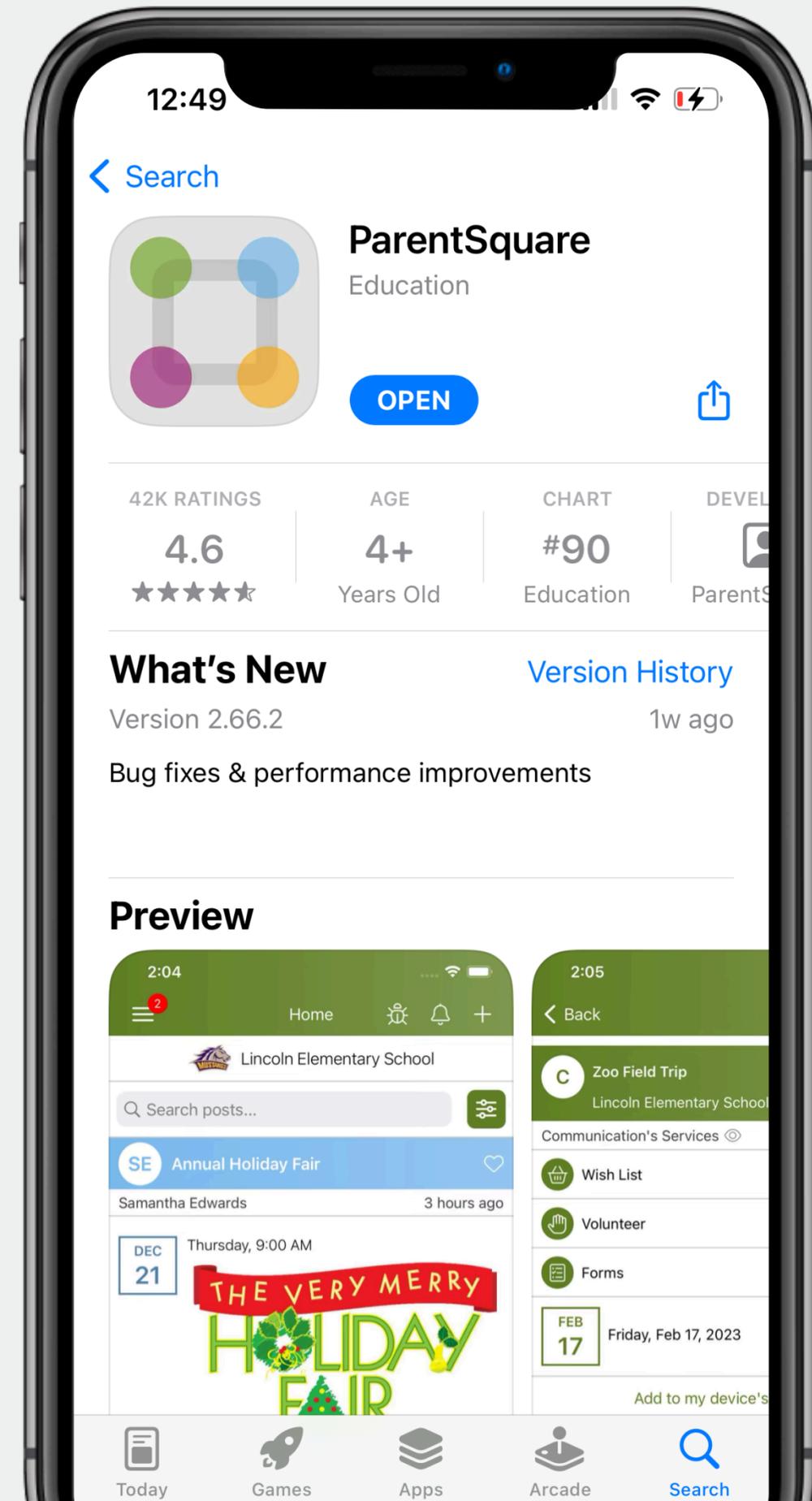
# Register Your Account



[Parentsquare.com/signin](https://parentsquare.com/signin)



*Then Download the App*

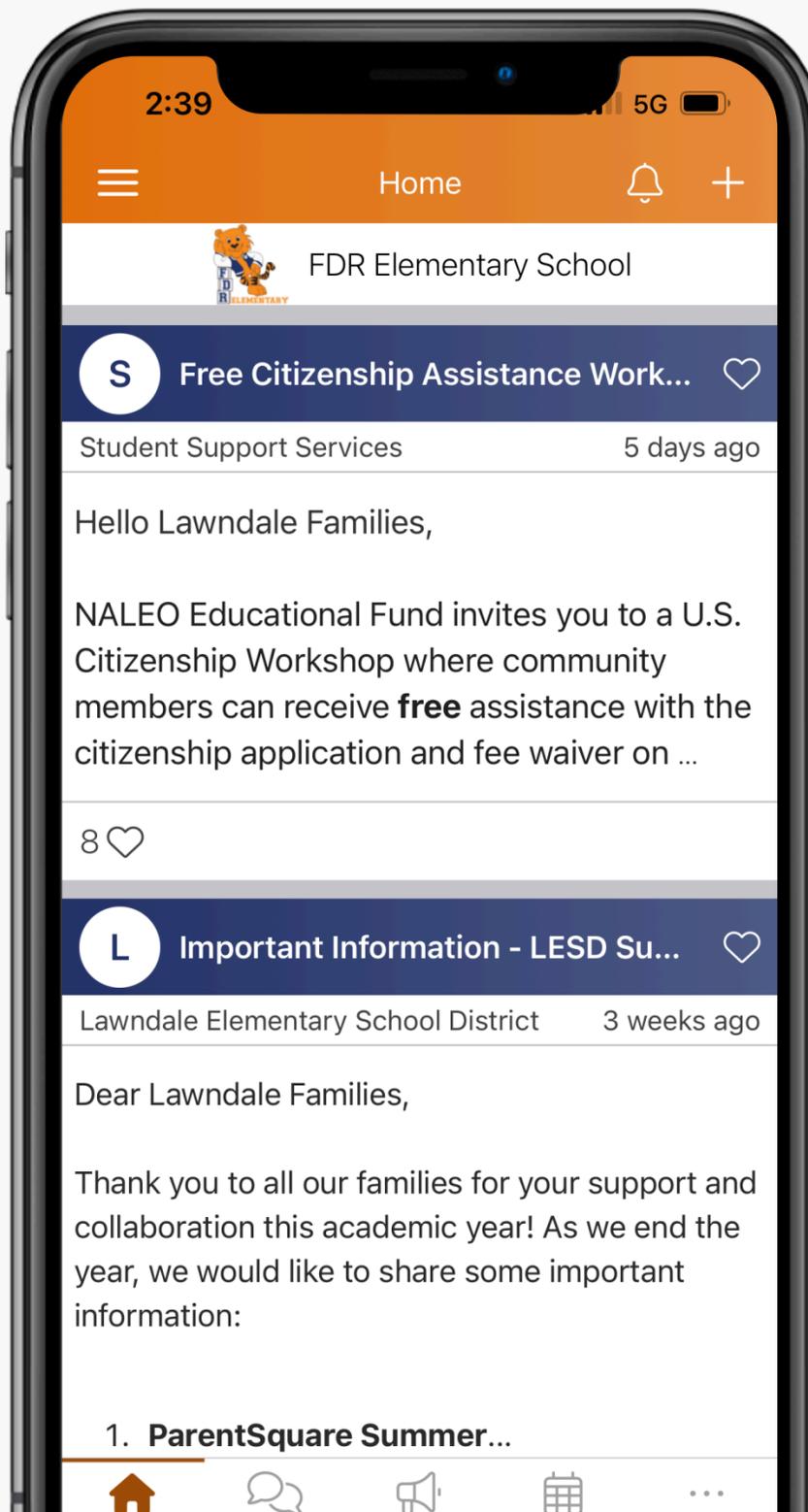
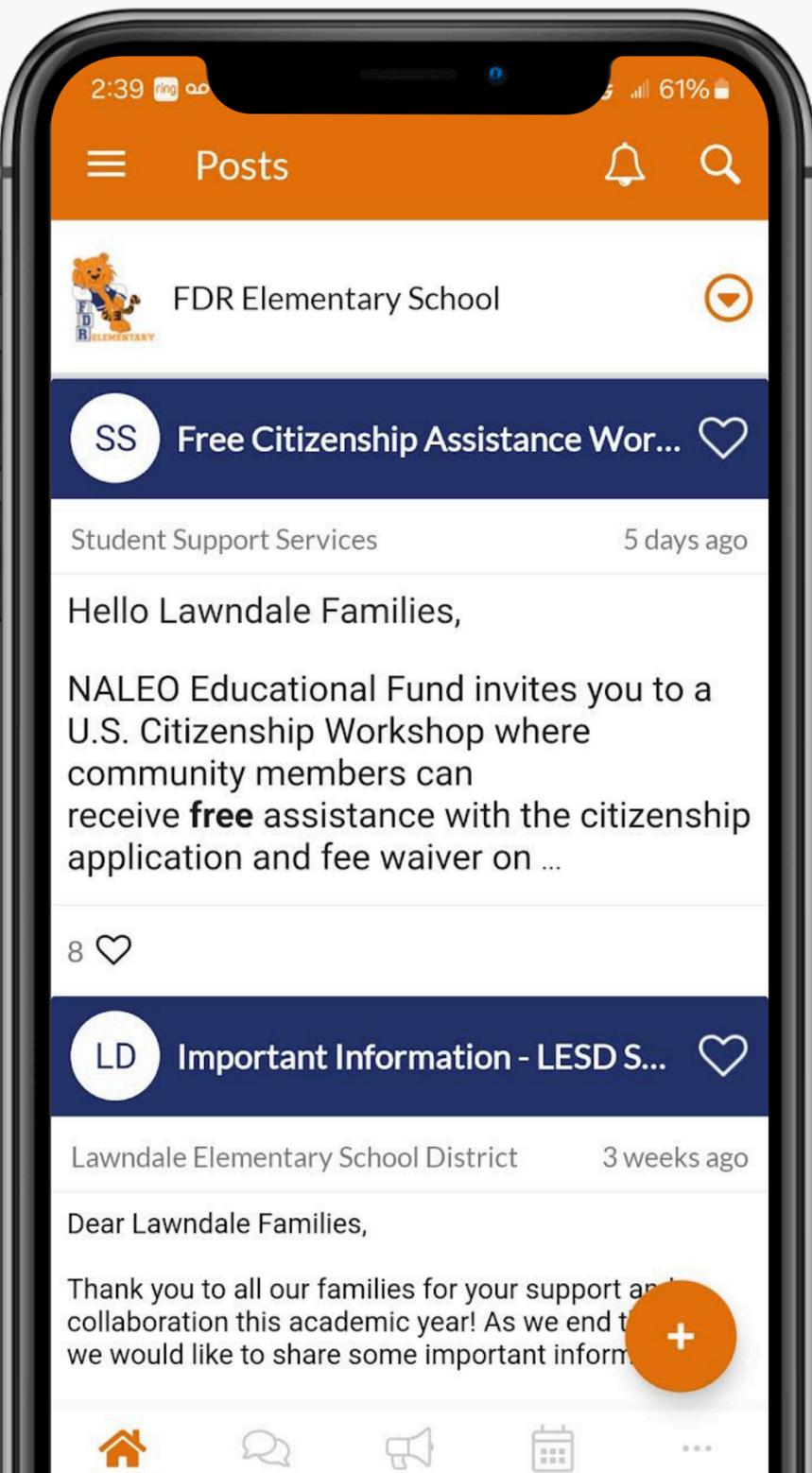


## Android

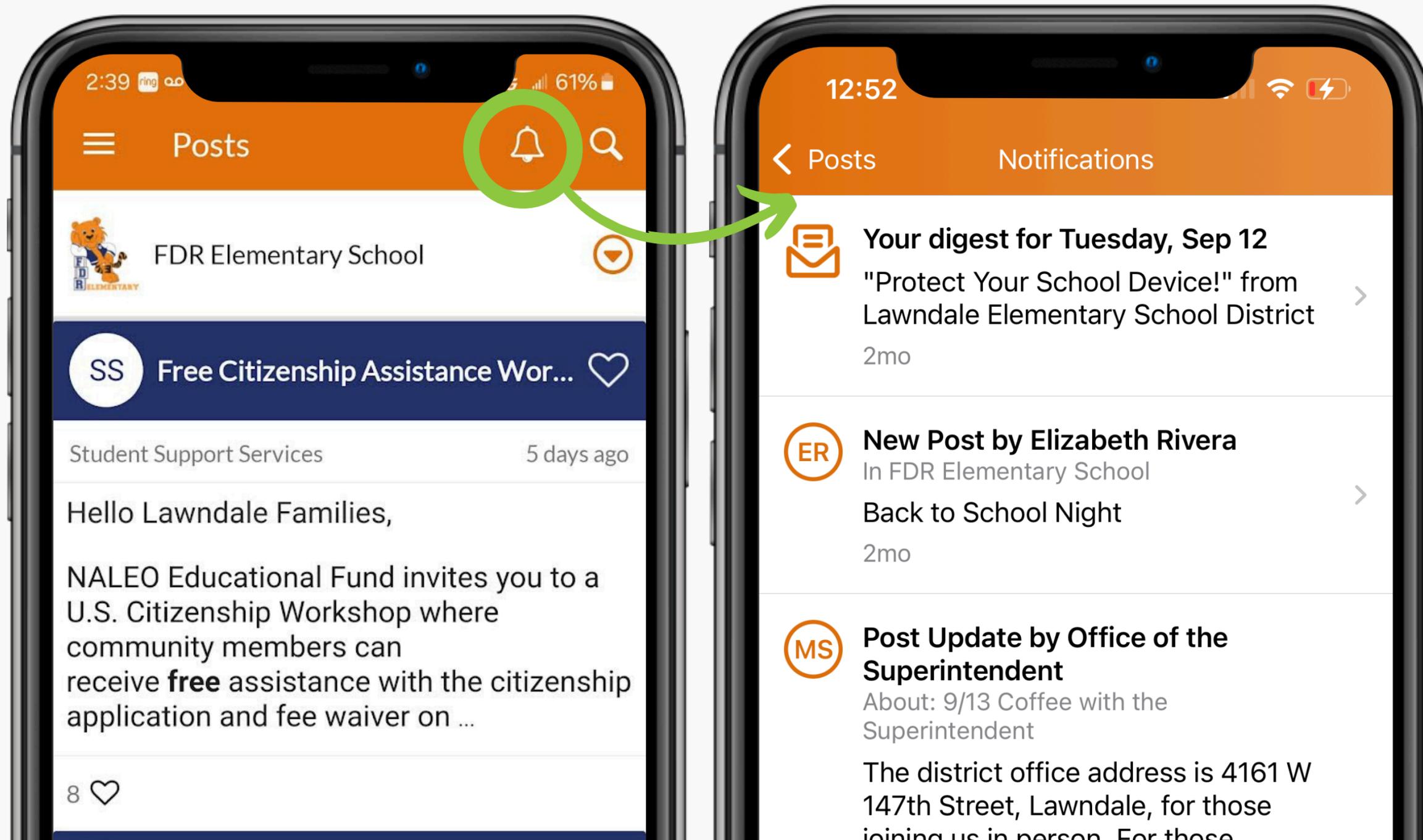
## iPhone

# Homescreen

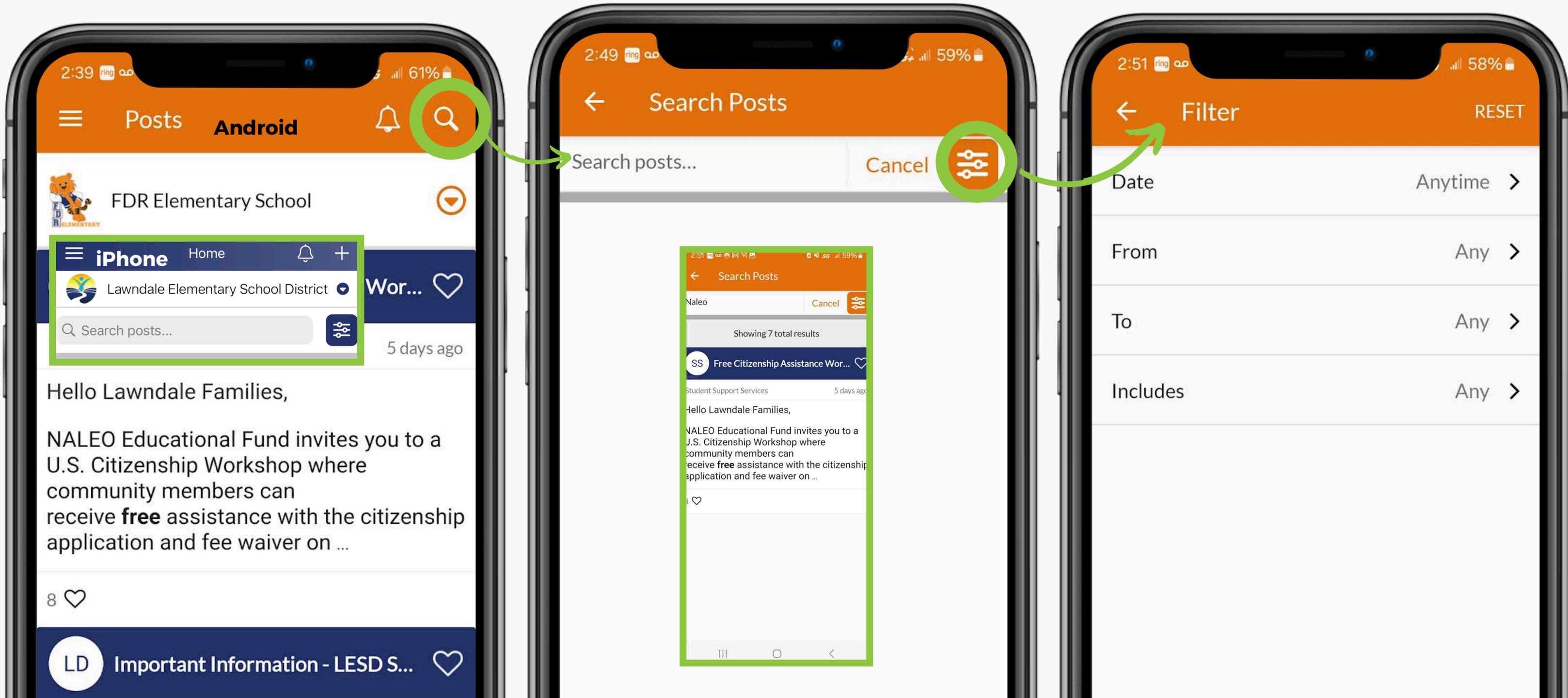
Your homescreen will show all posts added by your school, teachers, and the district. Scroll up to see all posts.



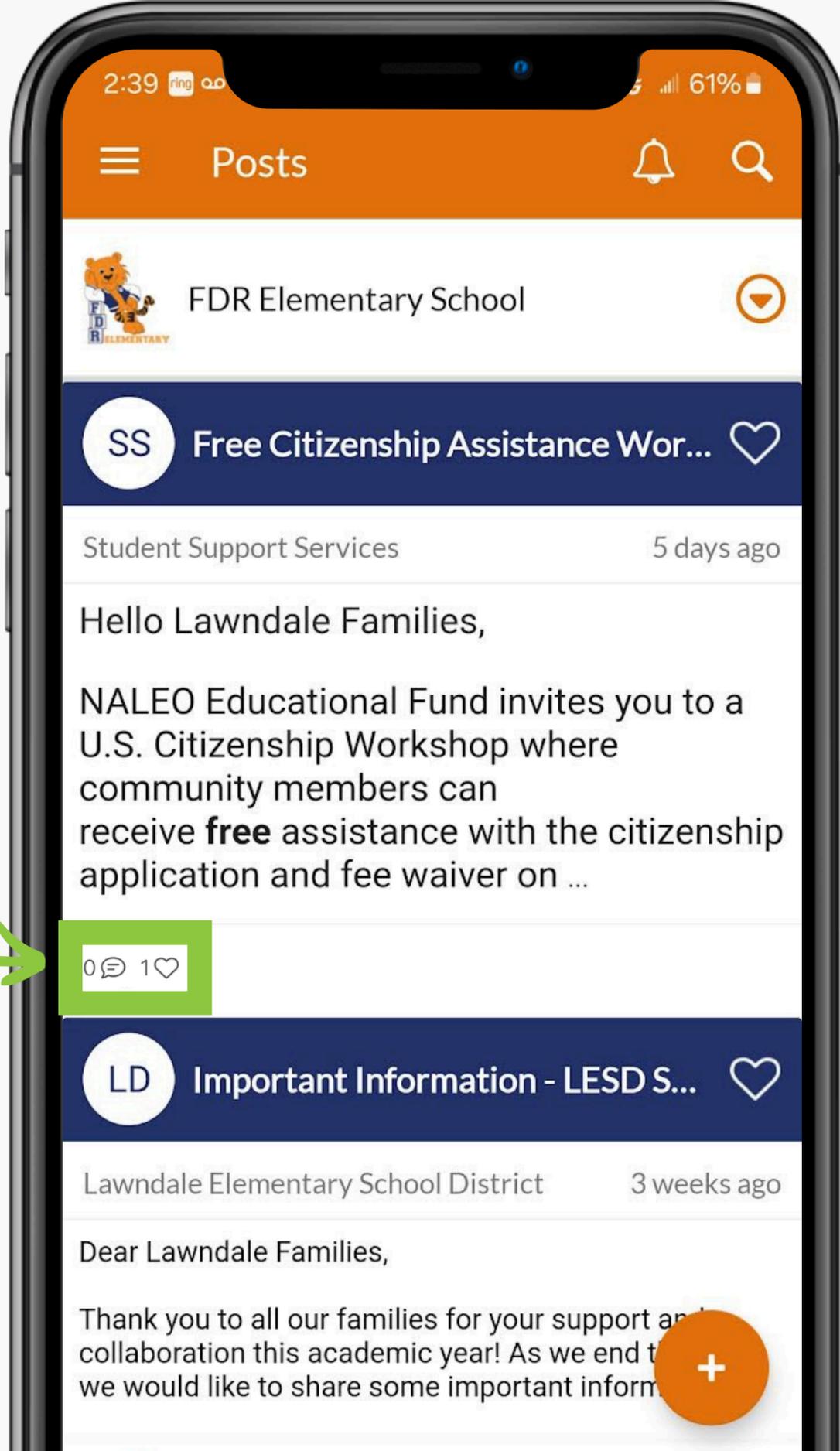
# Notifications



# Search/Filter



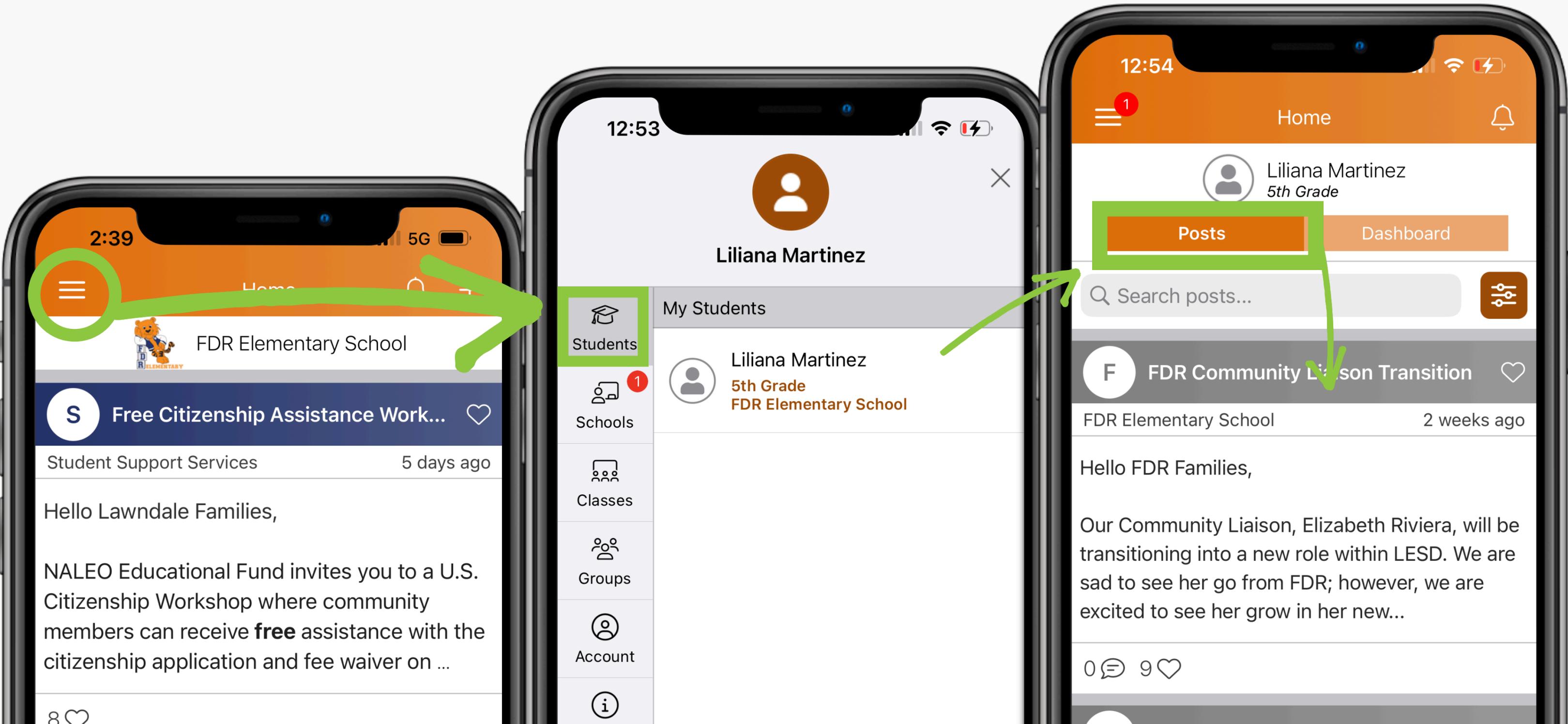
# Posts



Like our posts and add any comments or questions.

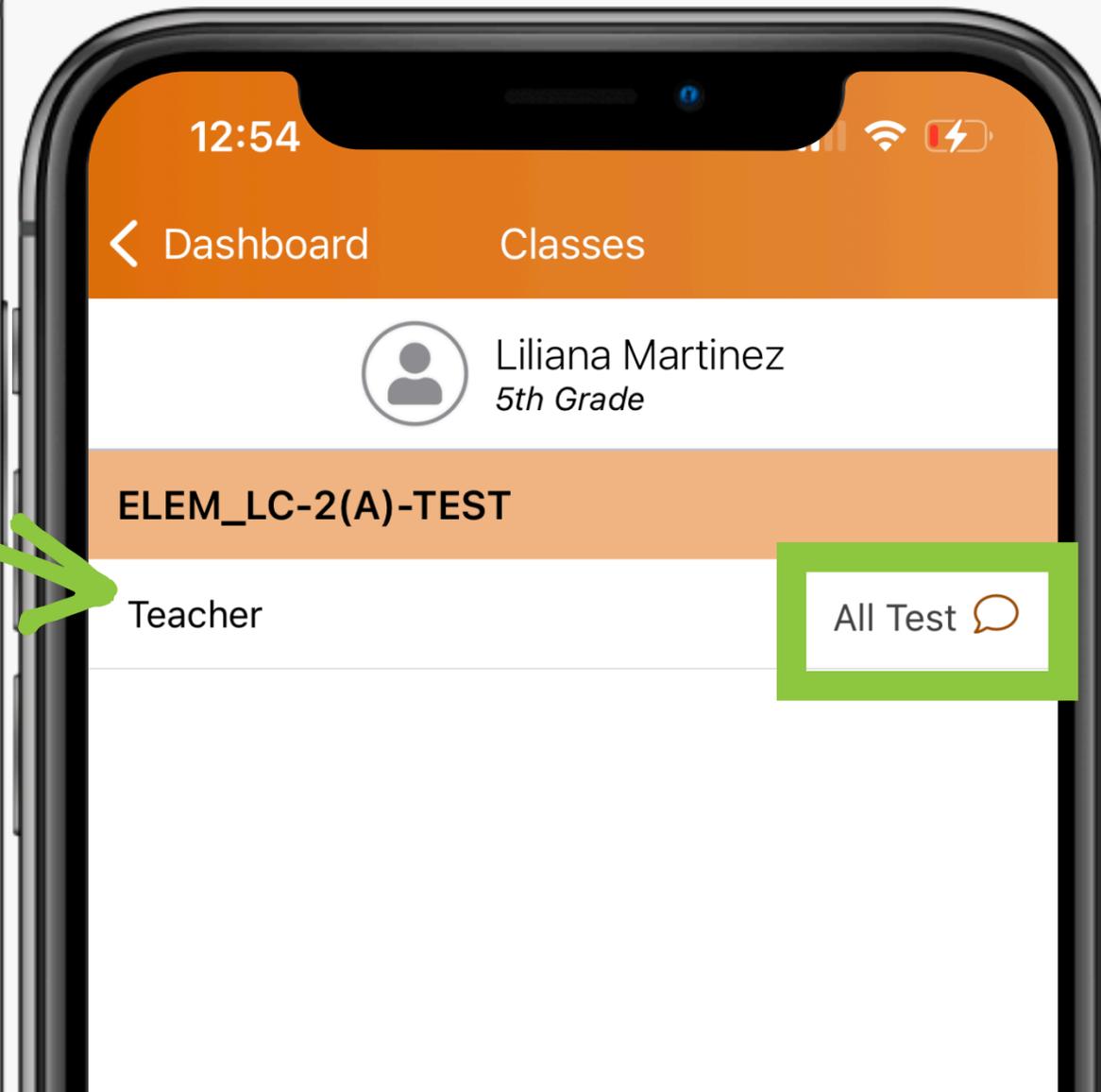
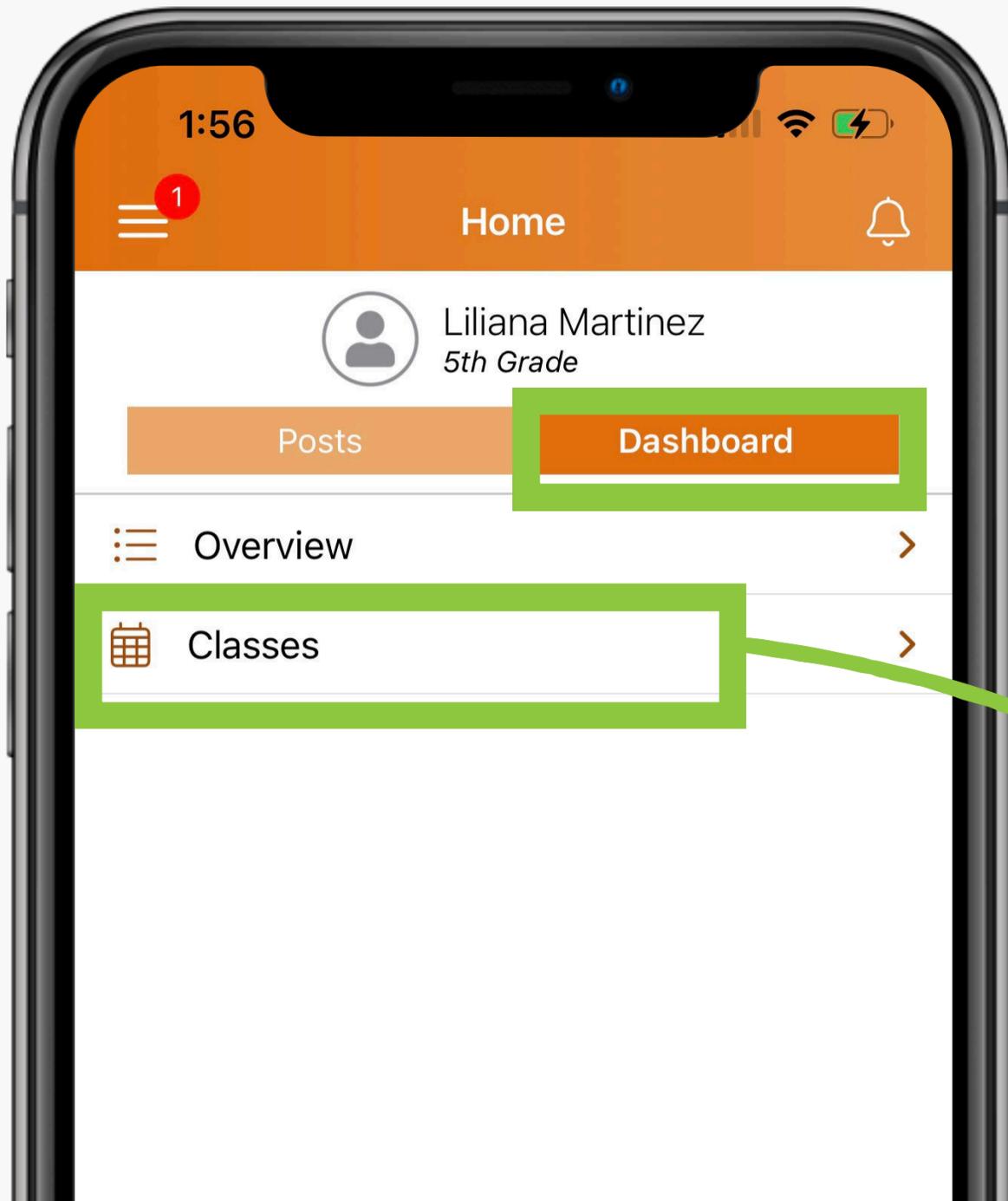
# Students

All your students in LESD should be listed. If you are missing a student, please contact your school.



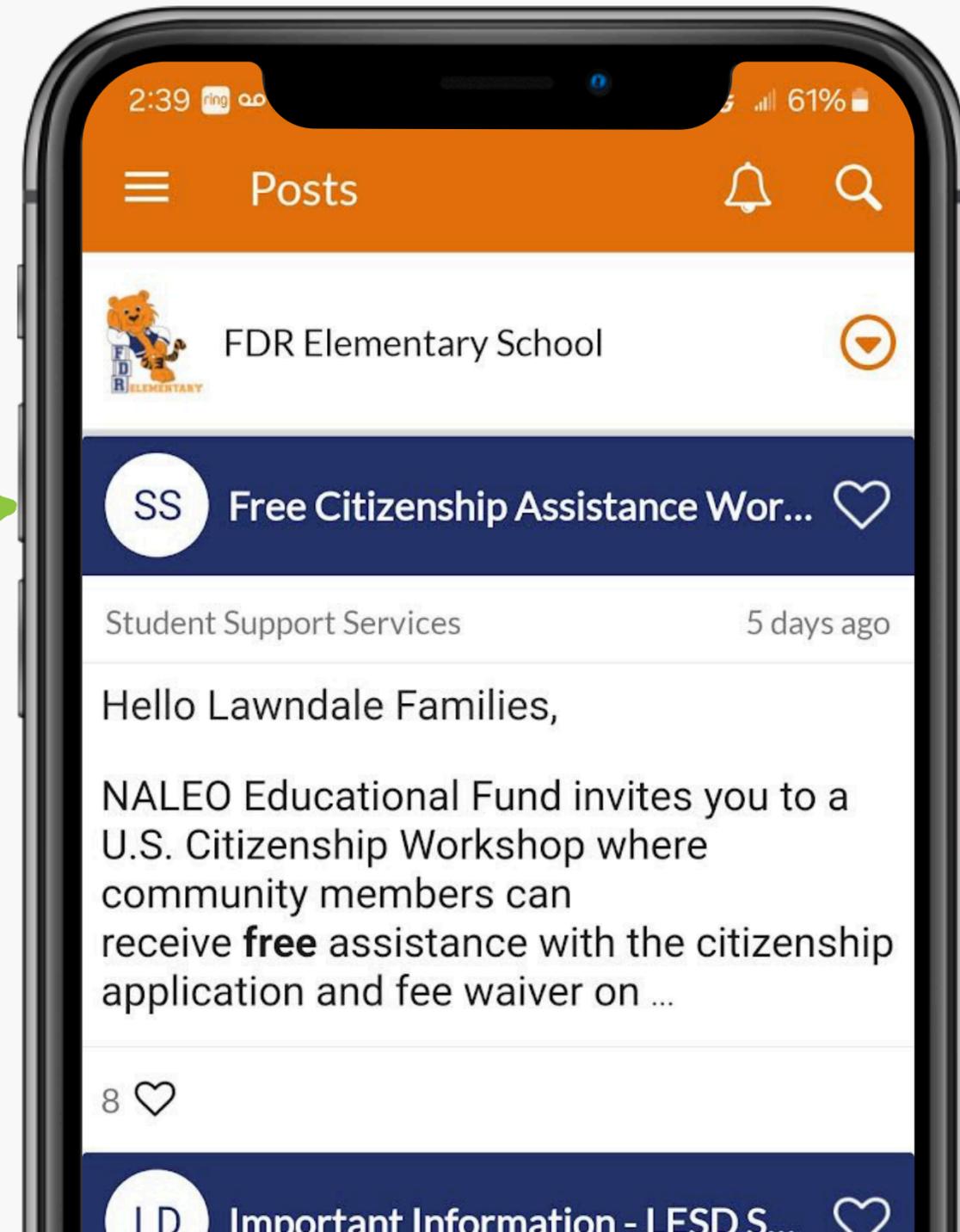
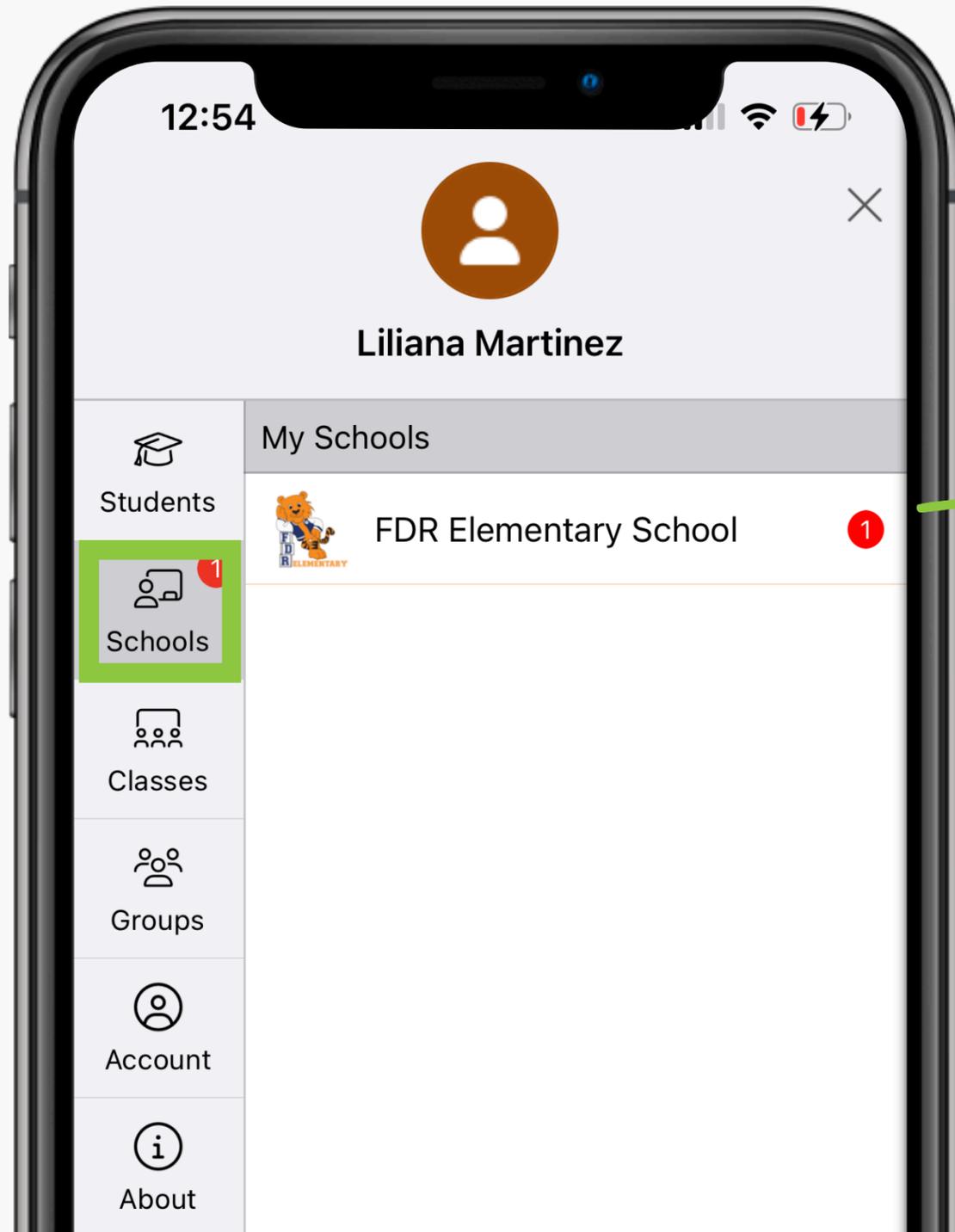
# Students

Click on Overview for Student ID. Click on classes to message the teacher directly.



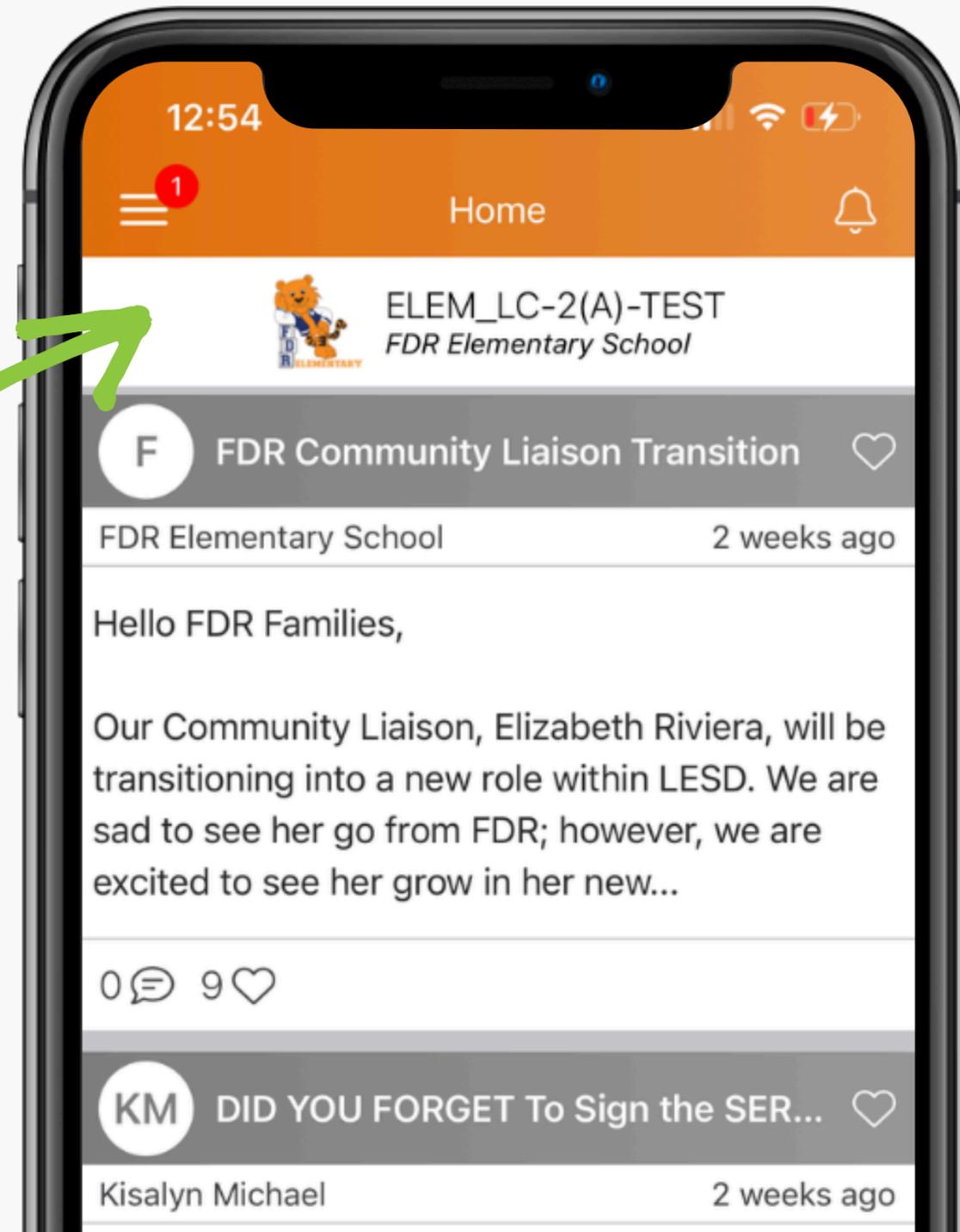
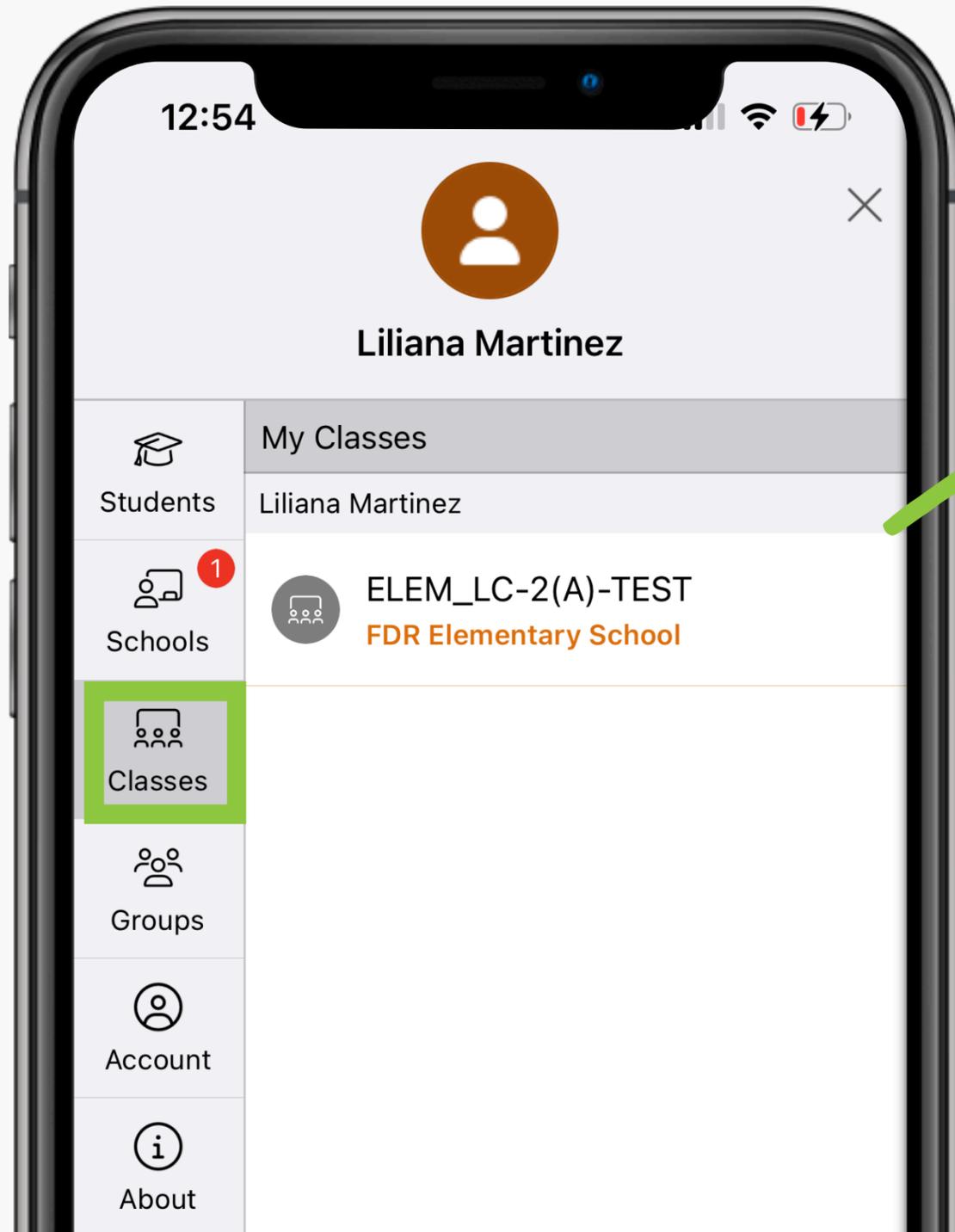
# Schools

All your students' schools should be listed here. If you are missing a school, please contact the school.



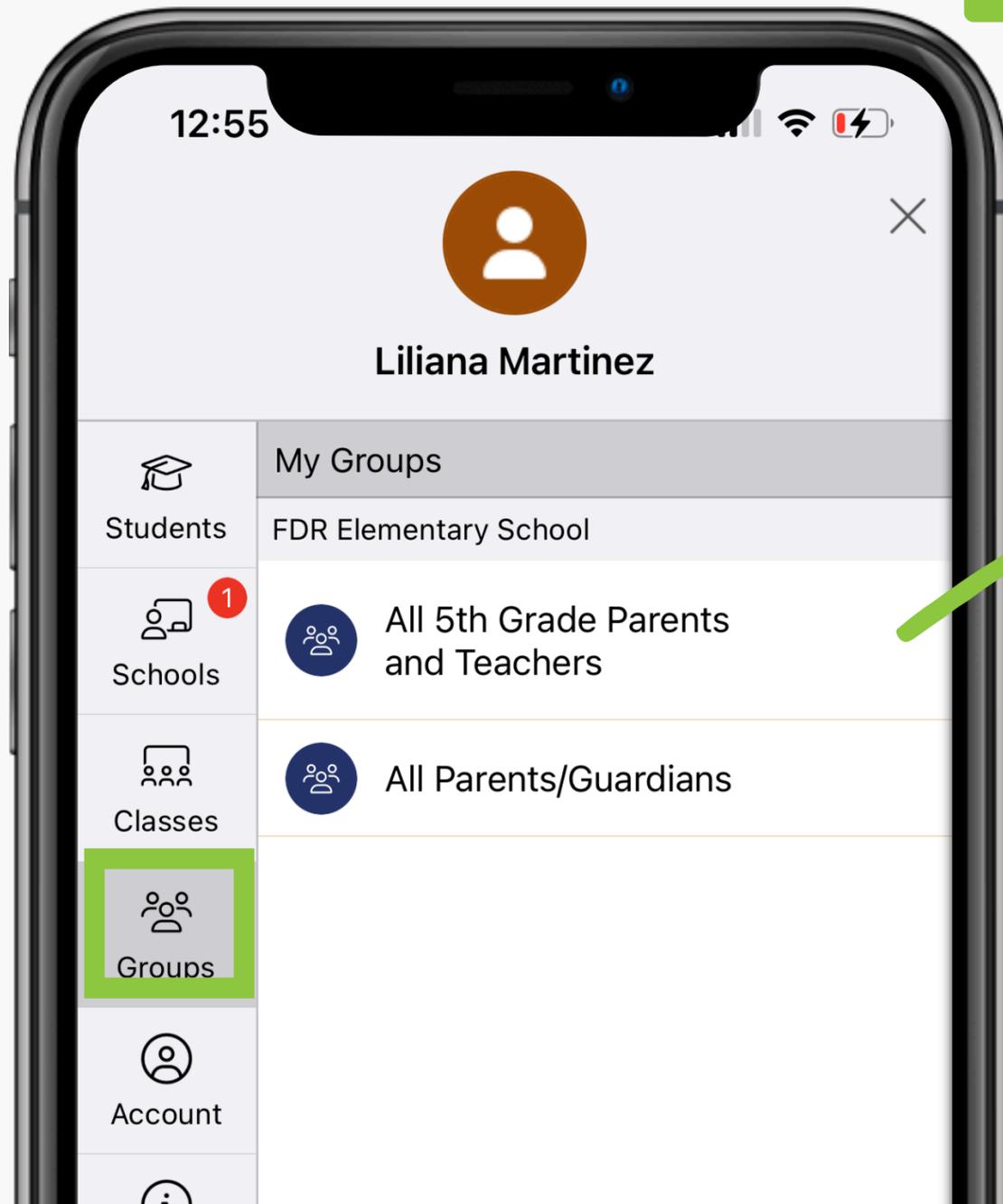
# Classes

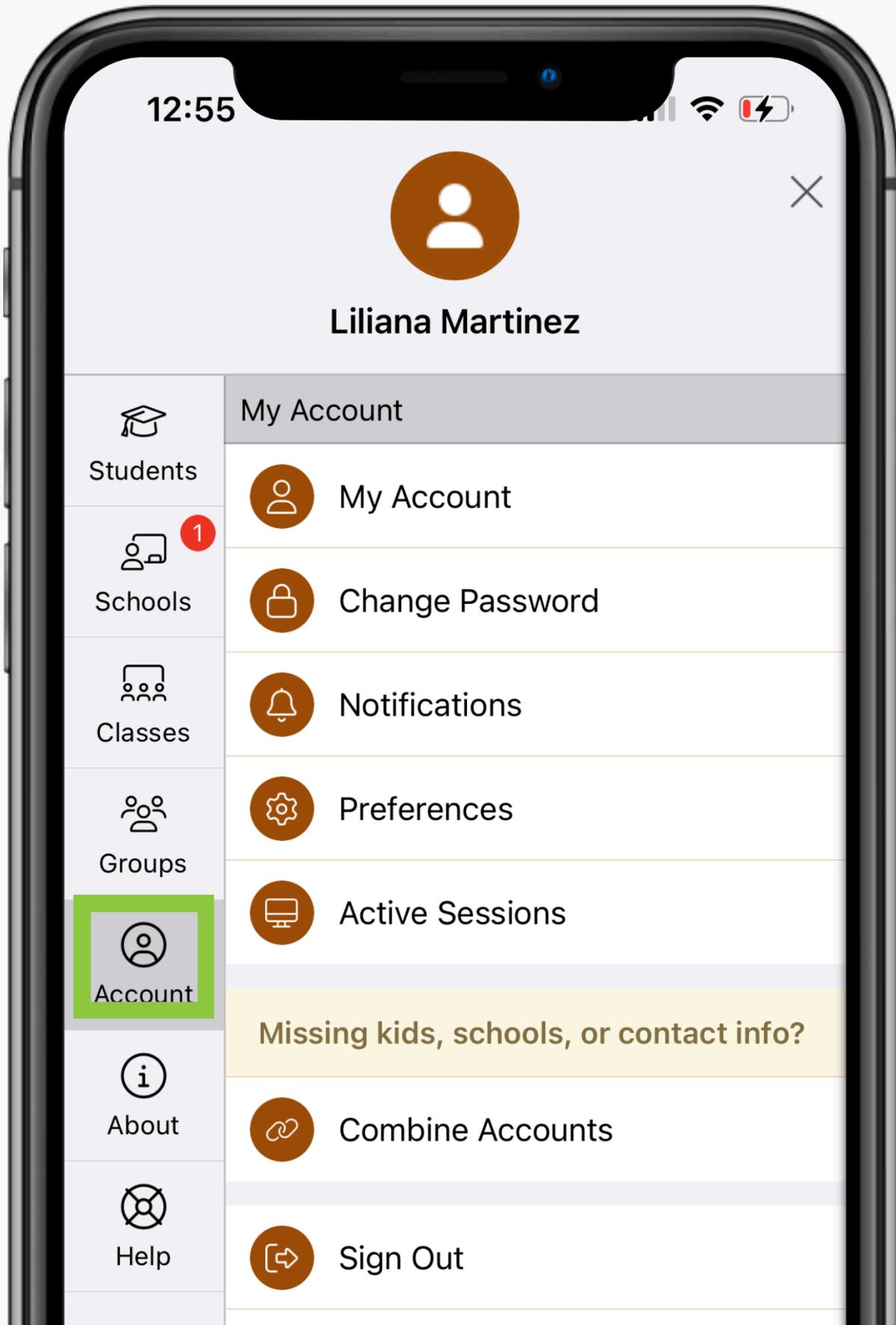
In your class, you will see your class posts plus any posts sent from the school to all classes.



# Groups

The school may send resources specifically for different grade levels, demographics, needs, etc. (For i.e., Gate Scholars, RAP = Location AM/PM, Dual Immersion, EL Learners, Band, etc.)



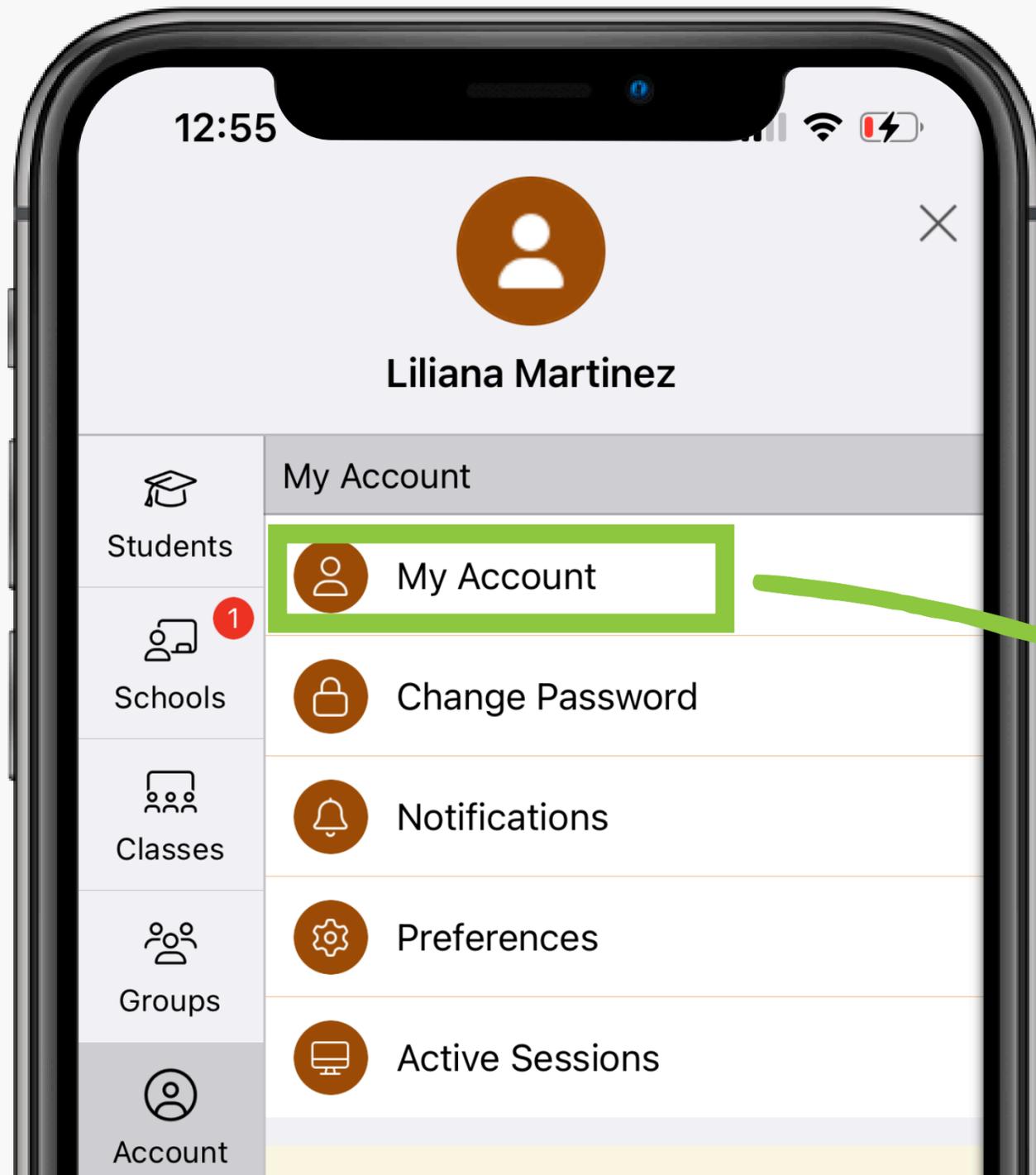


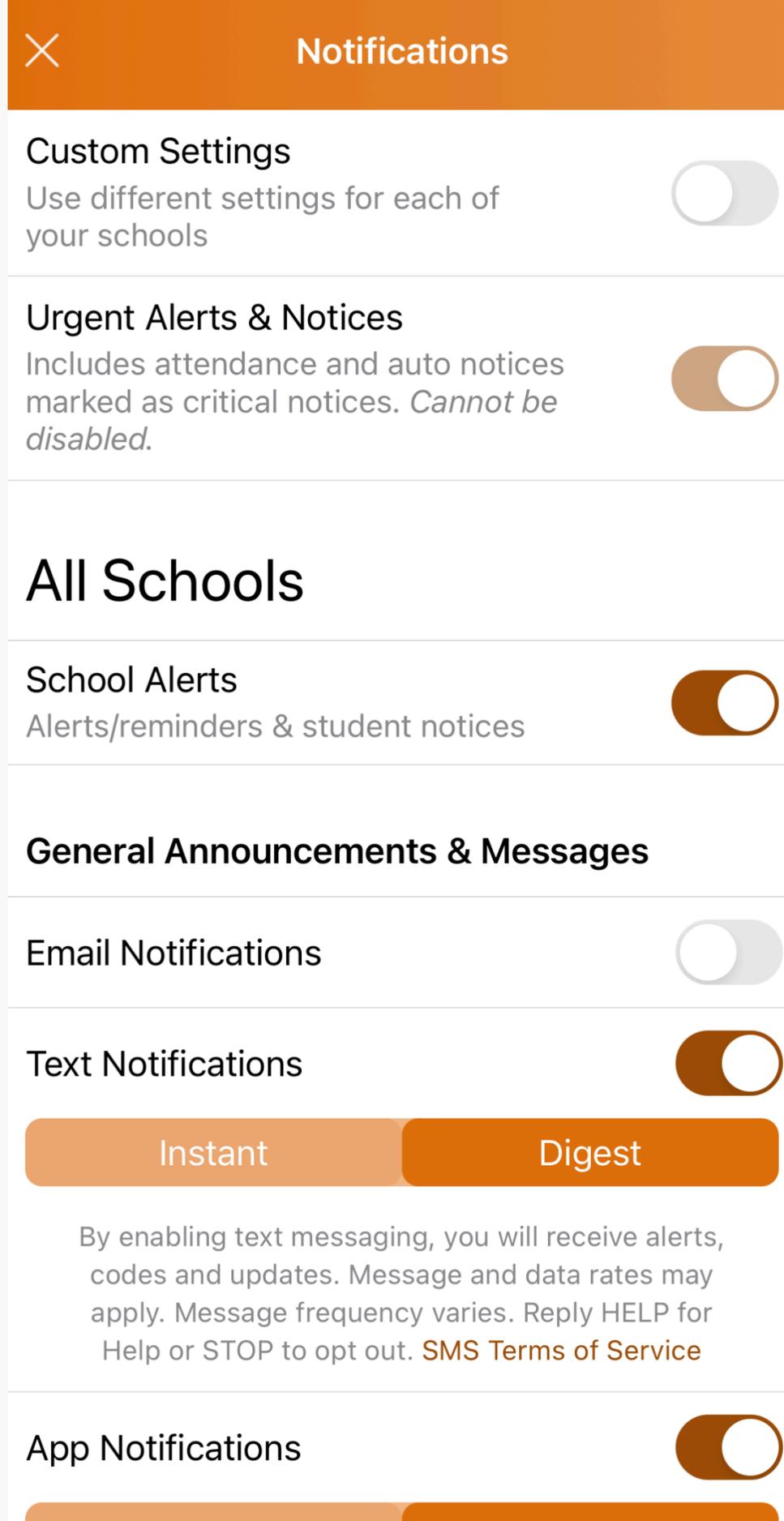
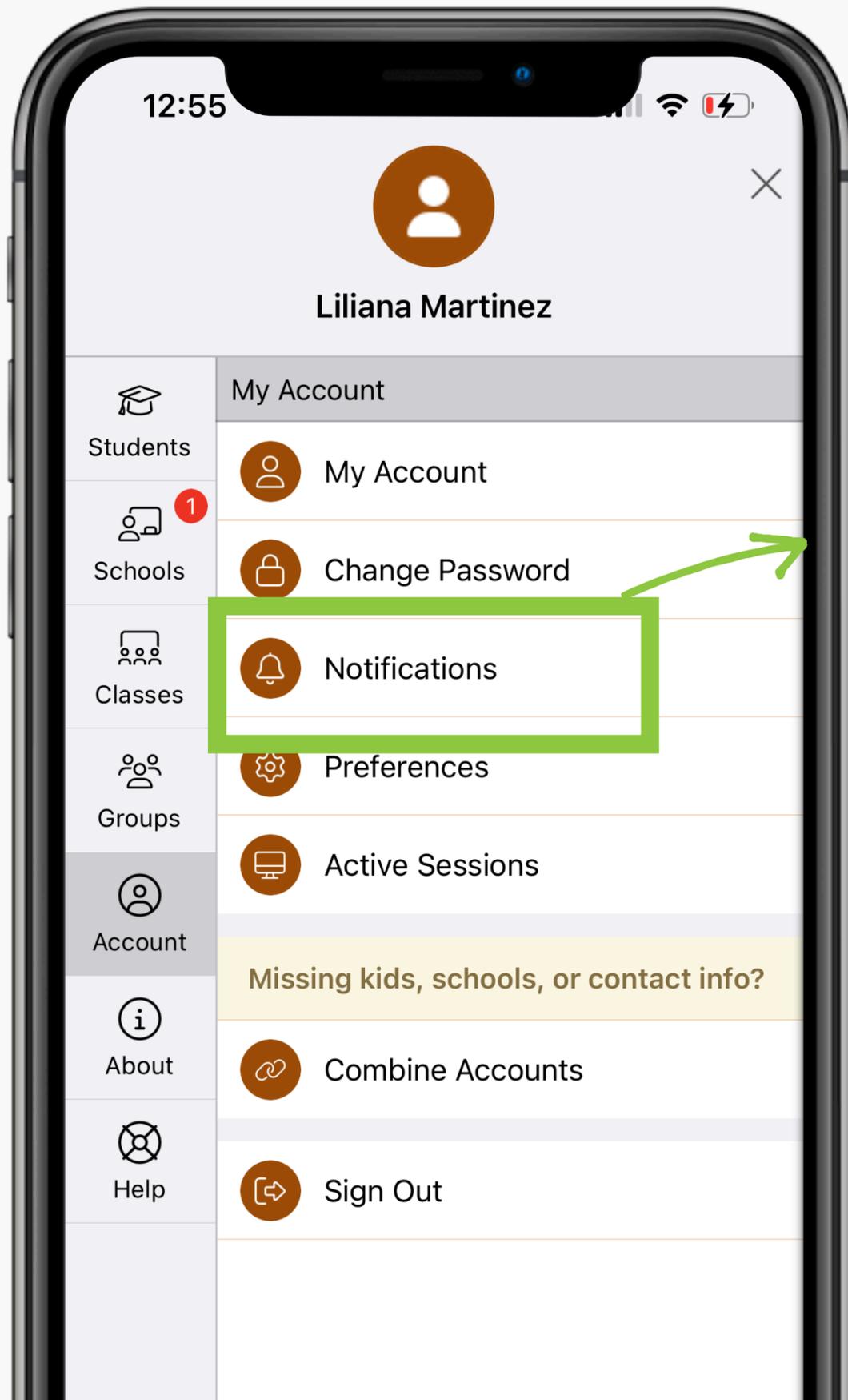
# Account



# My Account

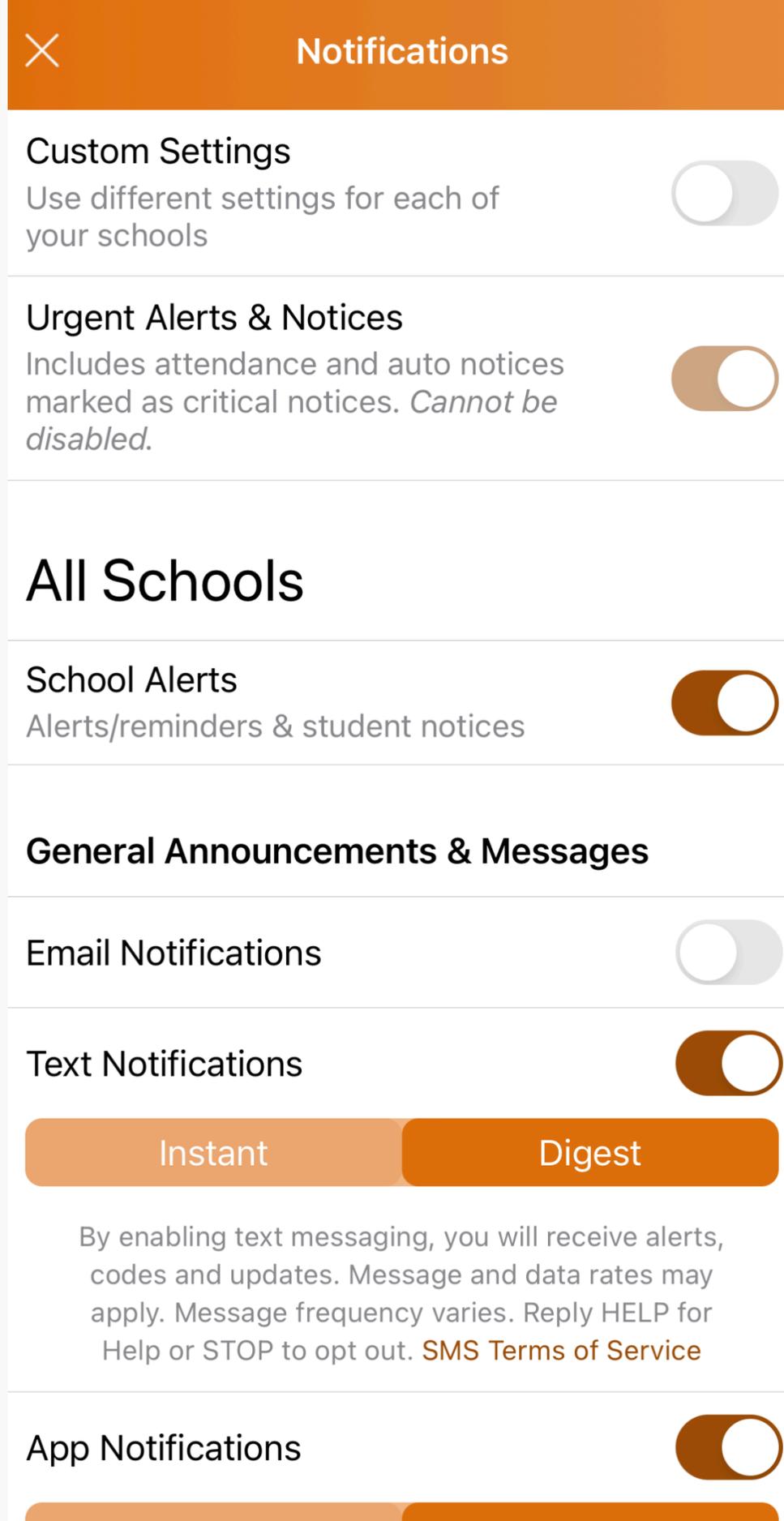
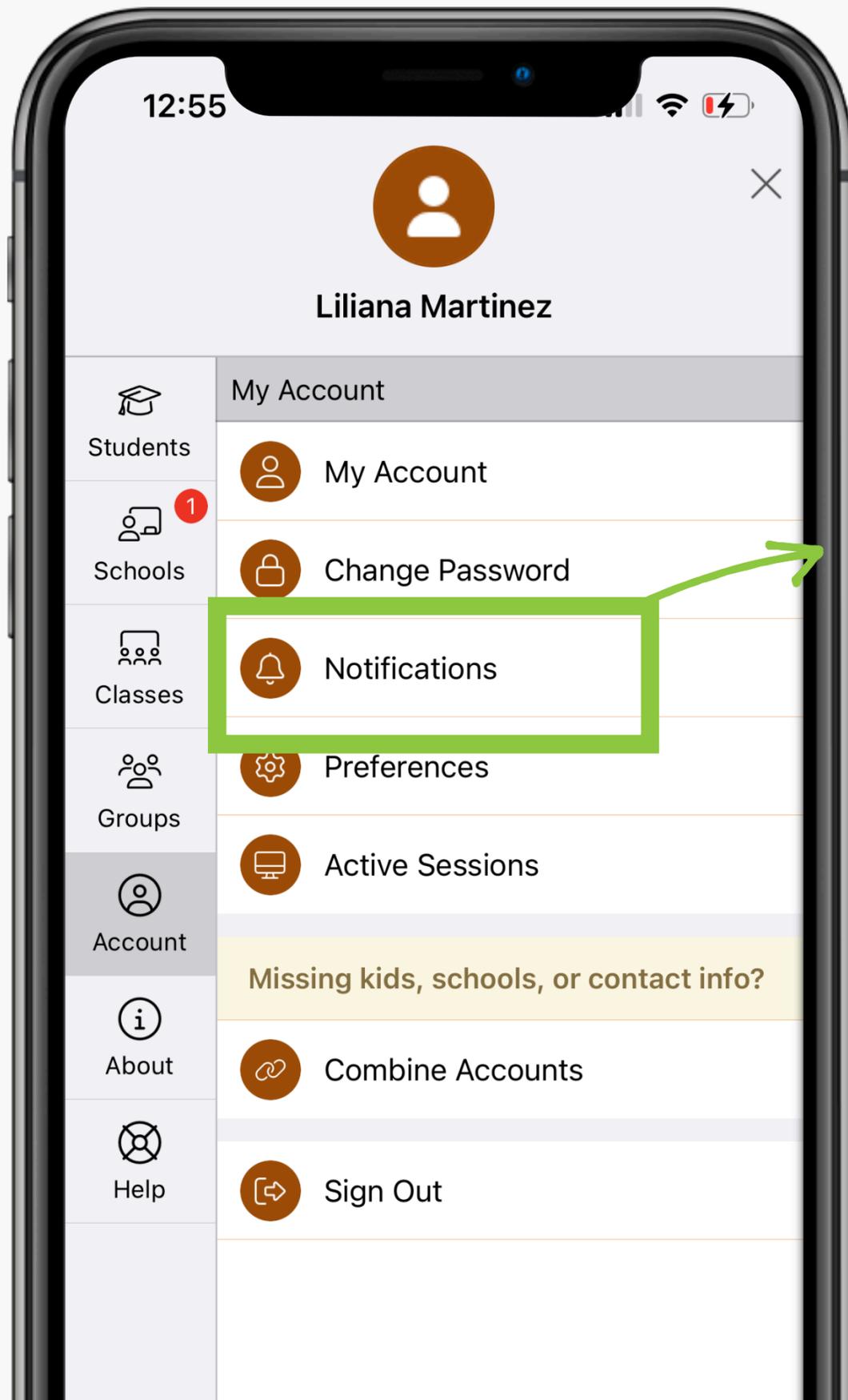
If your information is wrong, contact the school.





# Notifications

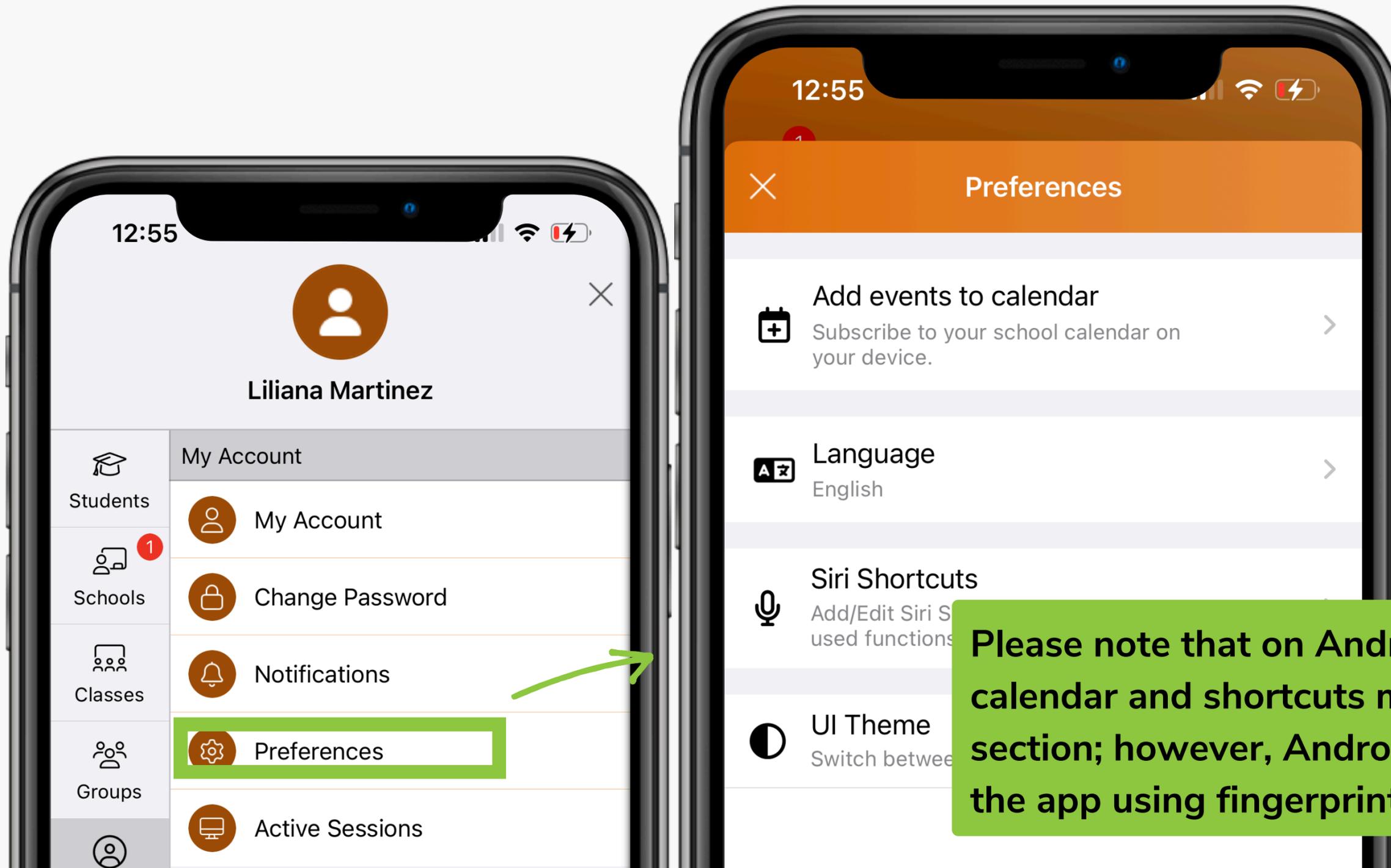
- You can choose different settings for each school.
- You cannot turn off **Urgent Alerts & Notices**. These are alerts sent in times of emergency.
- **School Alerts**: We **do not** recommend turning them off. You will not receive important reminders if you do.



# Notifications

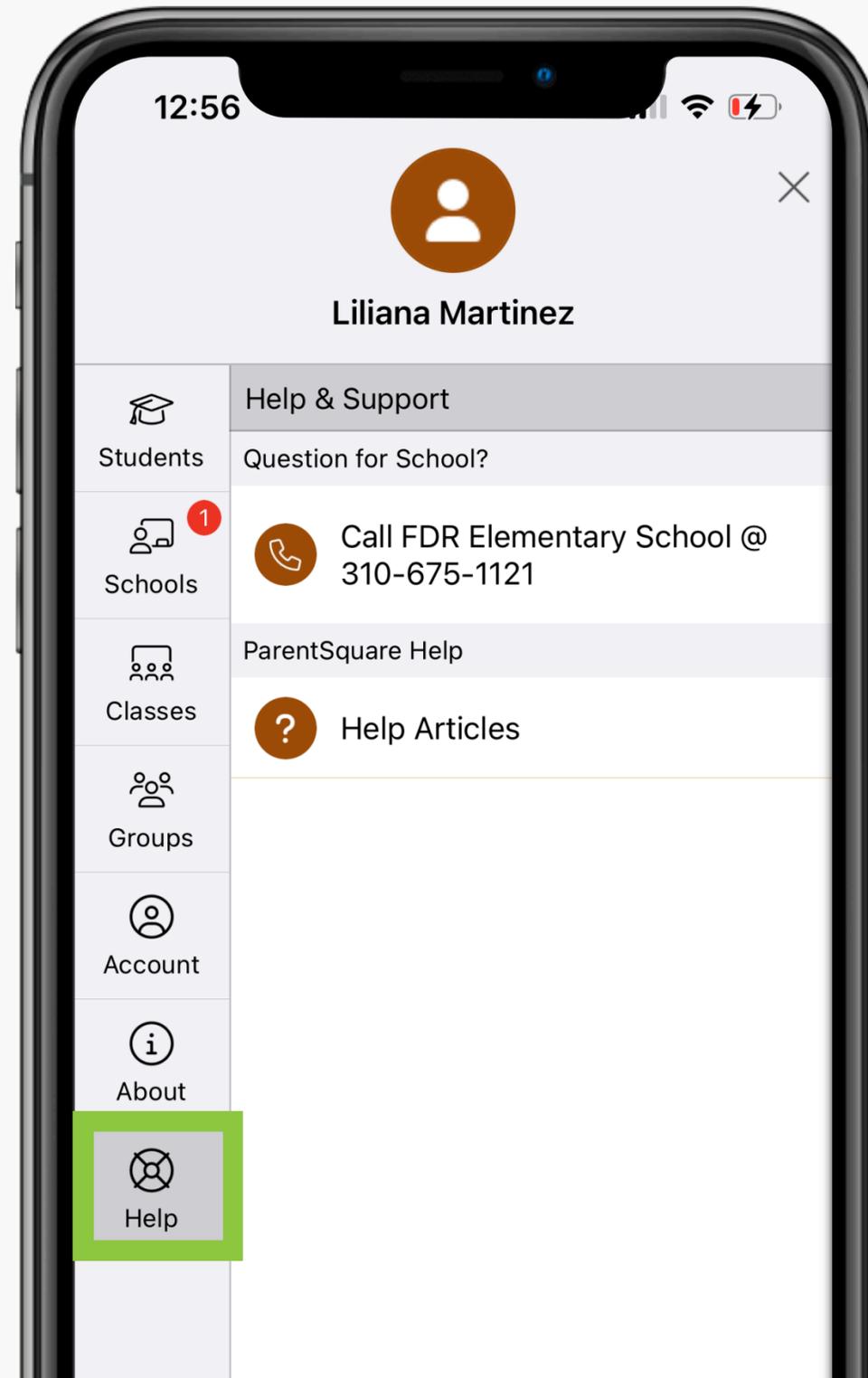
- You can choose if you want to receive email, text, and app alerts. We **recommend** you keep at least your email and text messages on and choose your notification frequency.
- For frequency, you can choose **instant or digest**. Instant means you will receive the message as soon as we post it. Digest means you will receive all the messages at the end of the day around 6 PM as a summary.

# Preferences



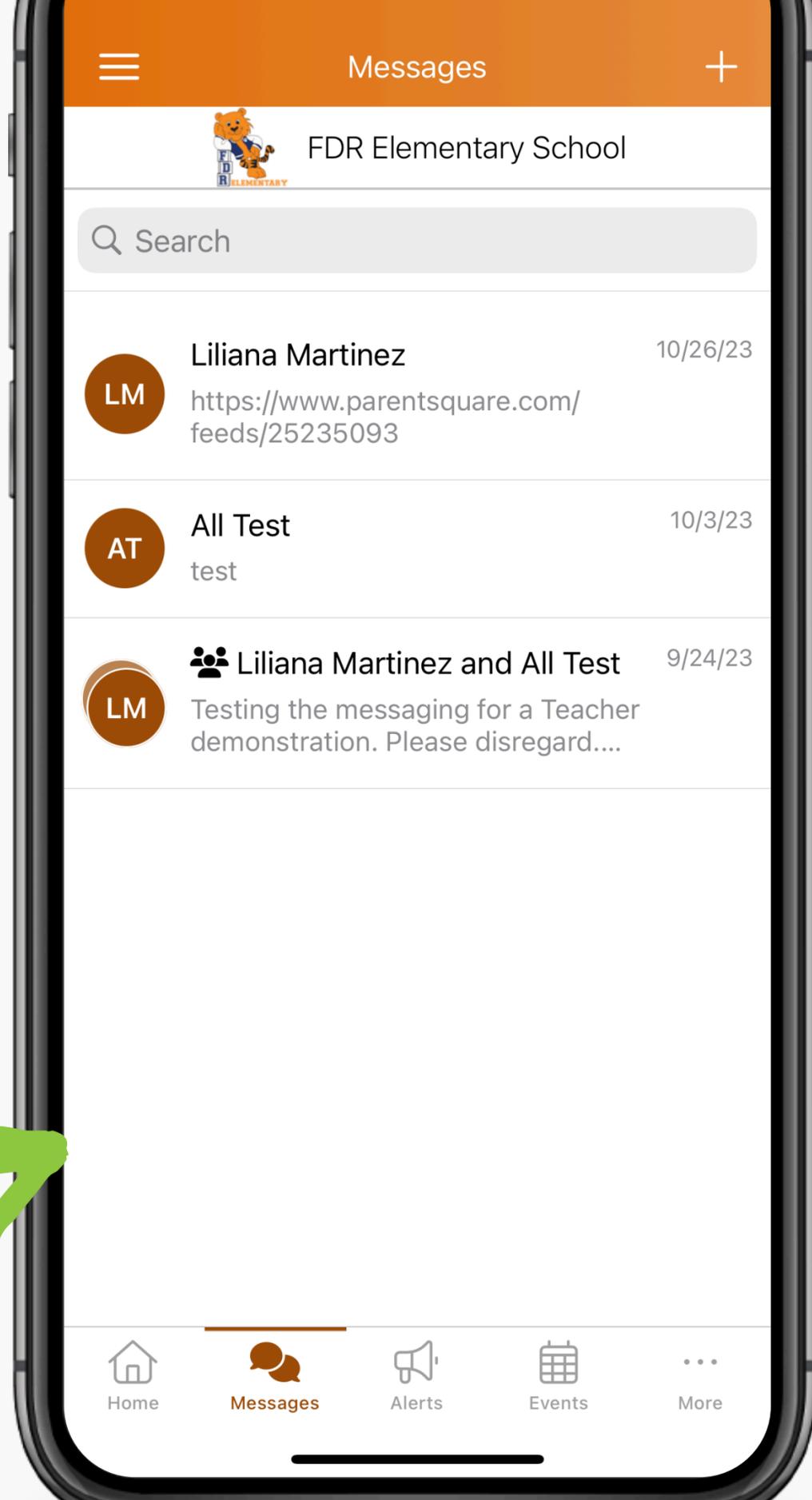
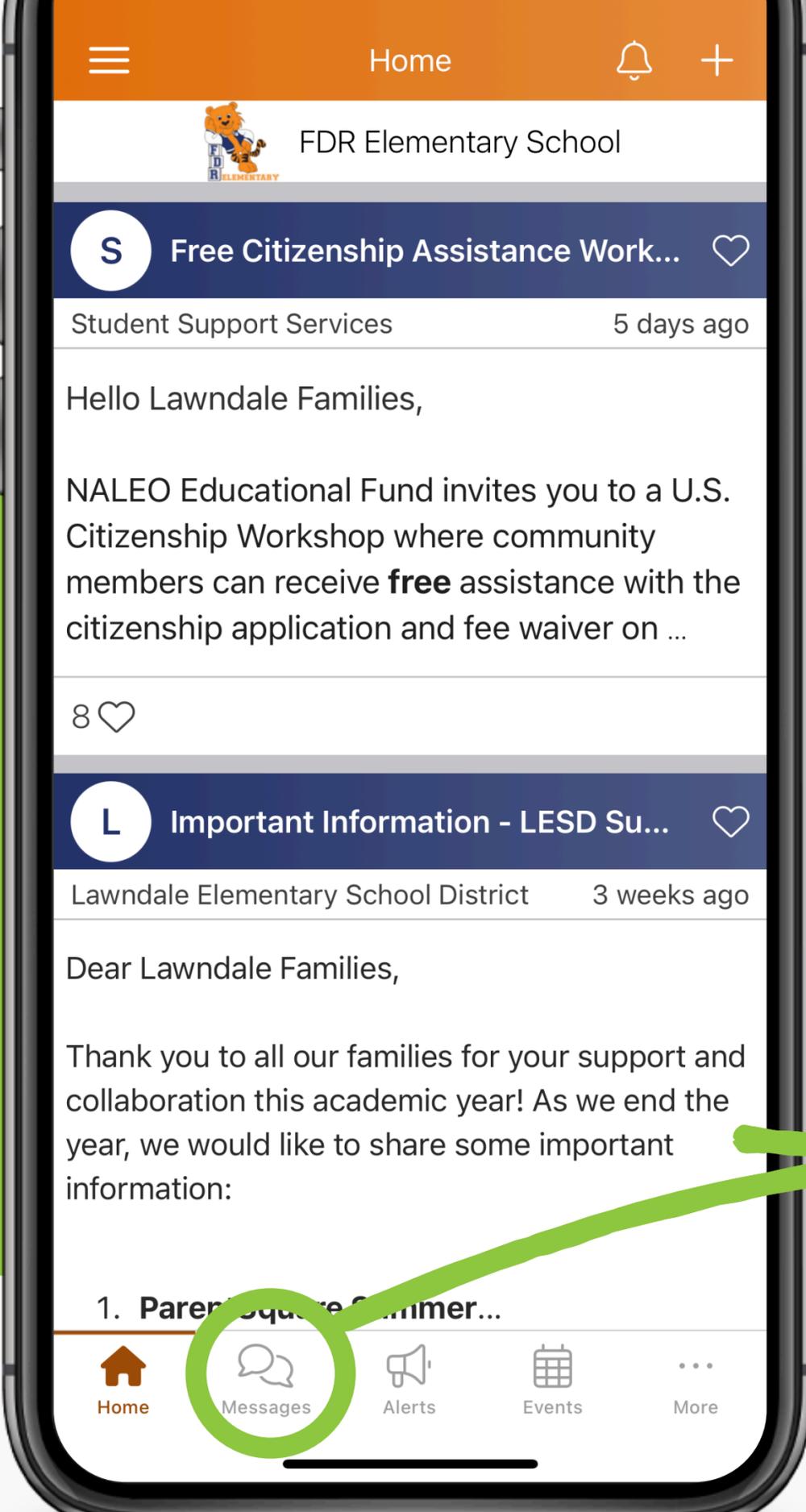
**Please note that on Android, the add events to calendar and shortcuts may not be available in this section; however, Android has an option to sign into the app using fingerprints.**

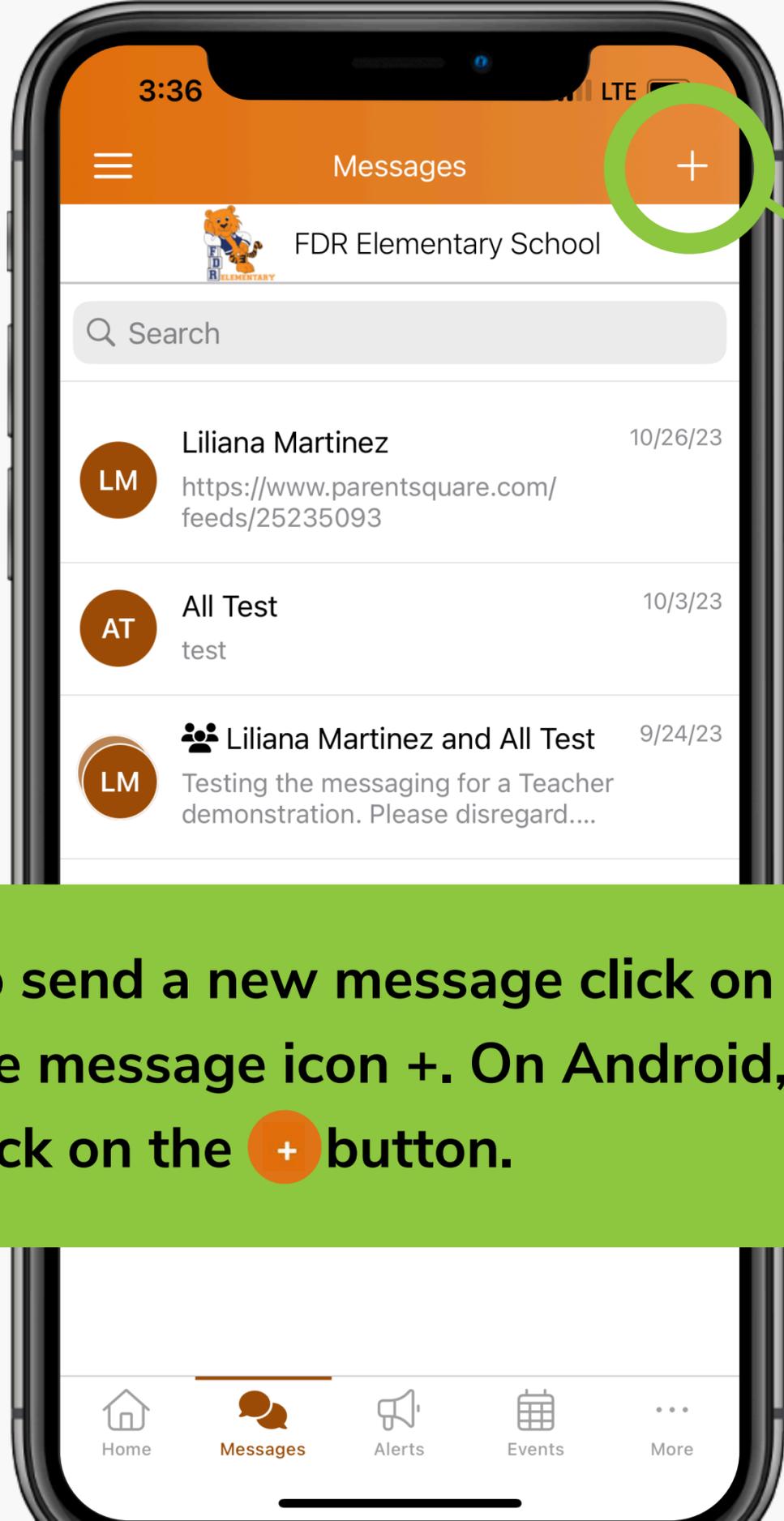
# Help



# Messages

Send a direct message to your teacher or school staff. Please check your message tab frequently for any messages.

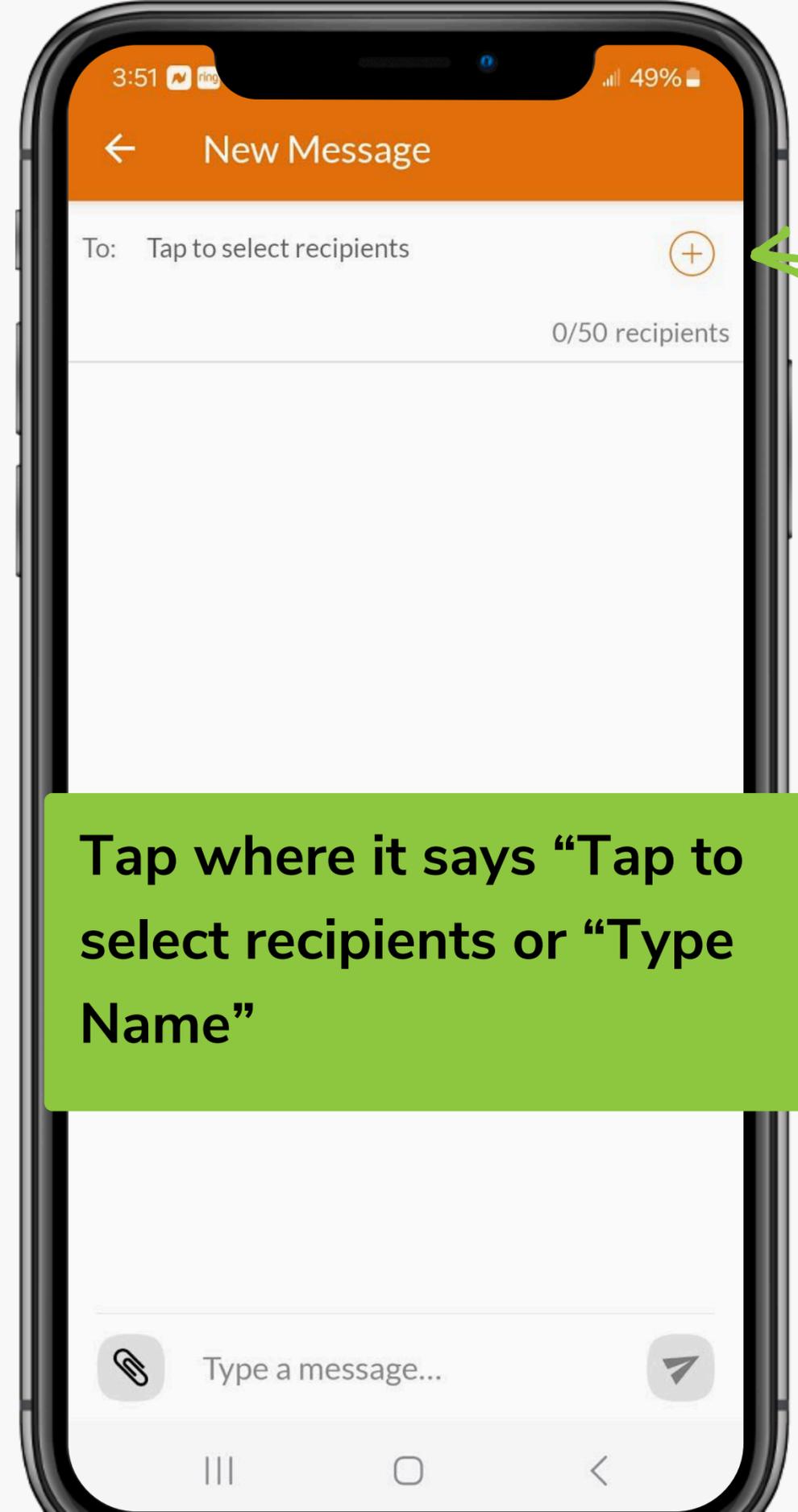




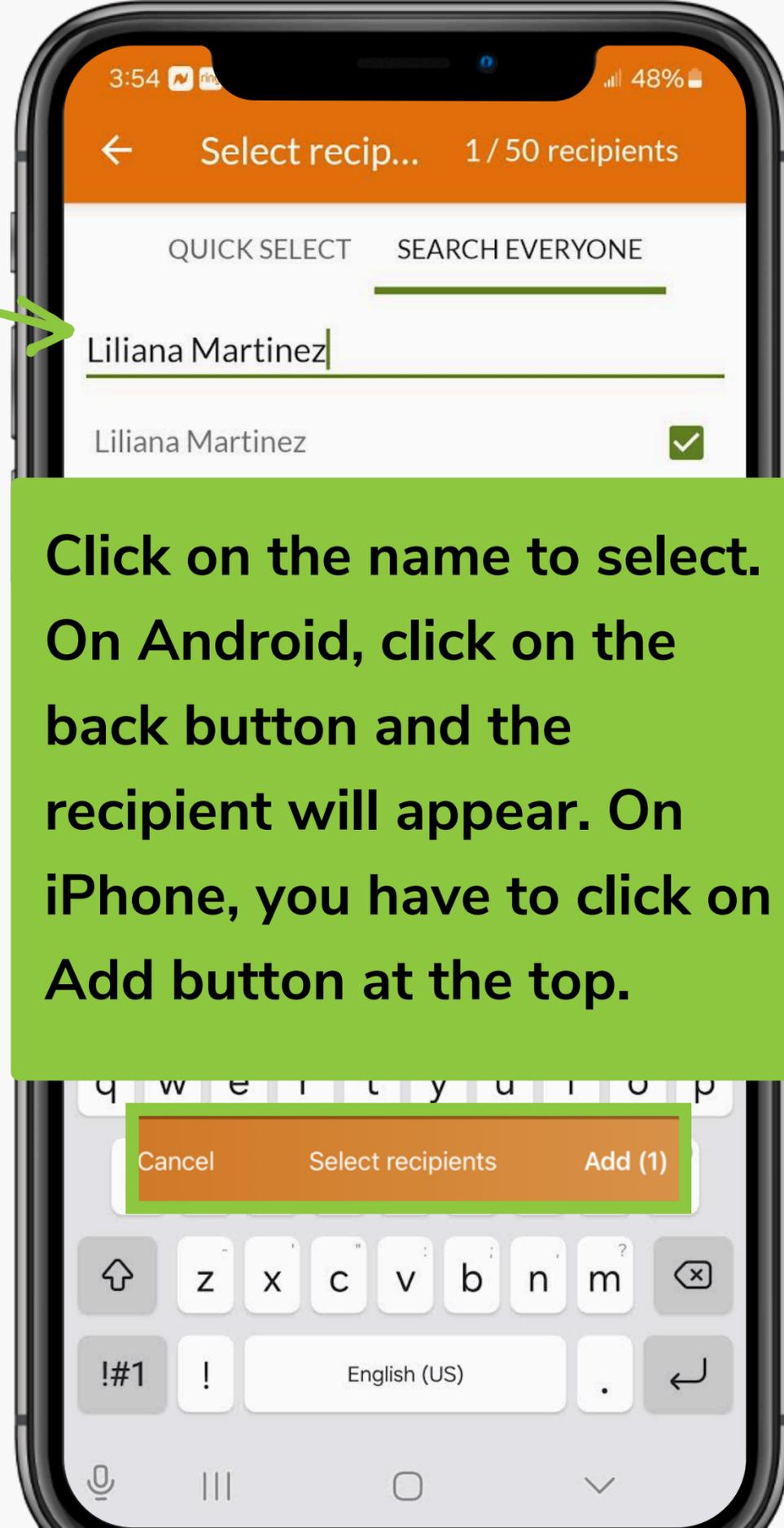
To send a new message click on the message icon +. On Android, click on the  button.



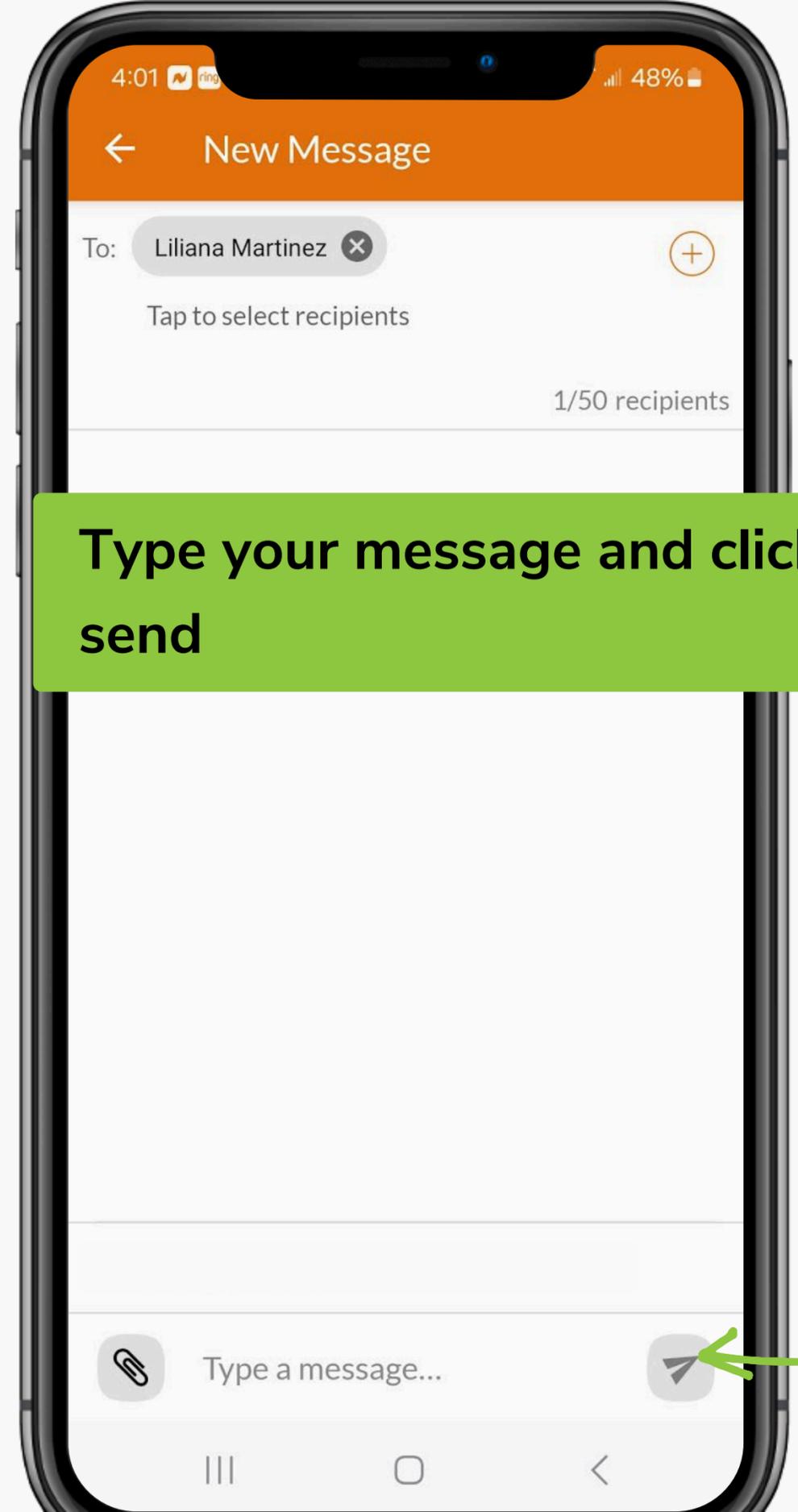
Click on Message



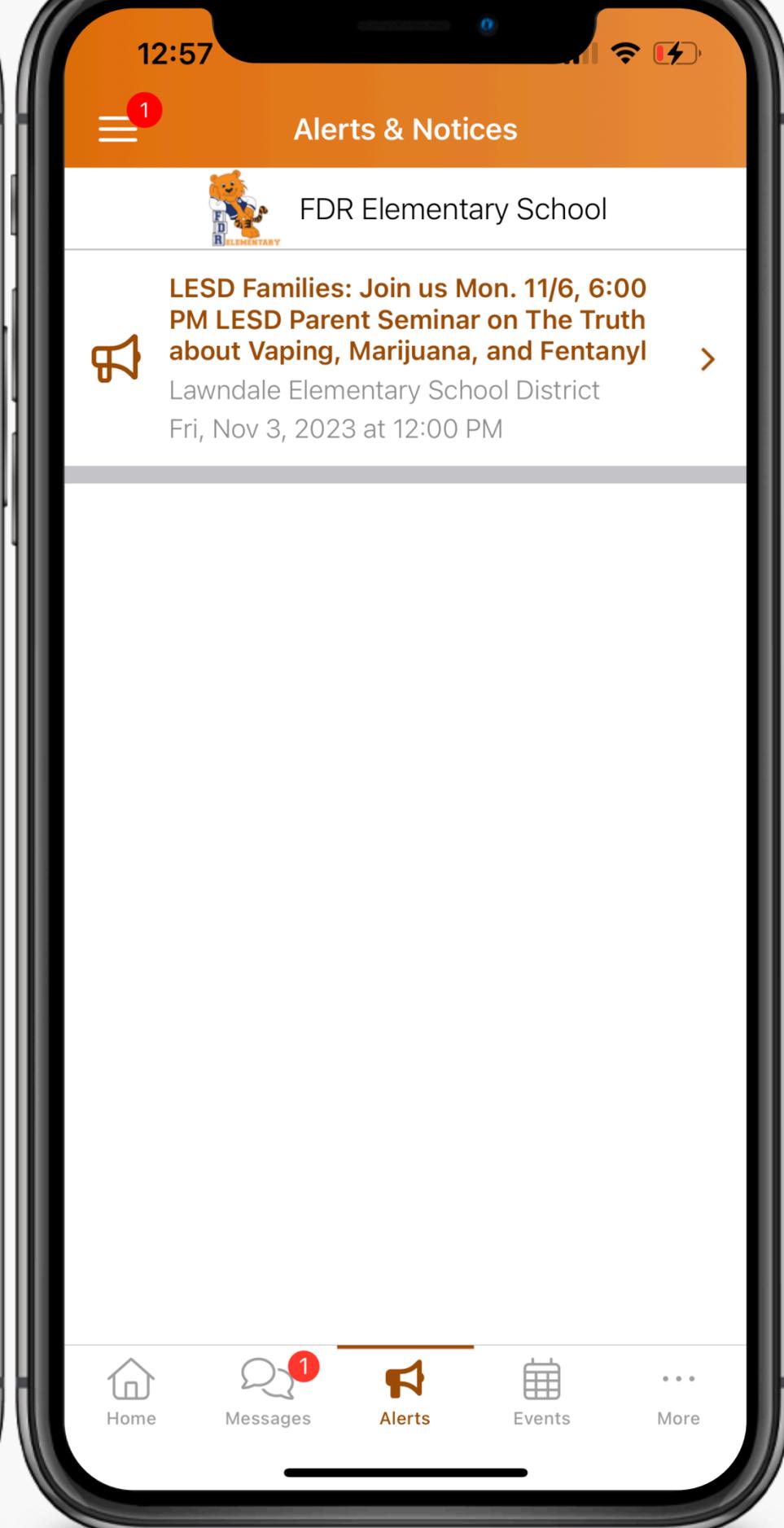
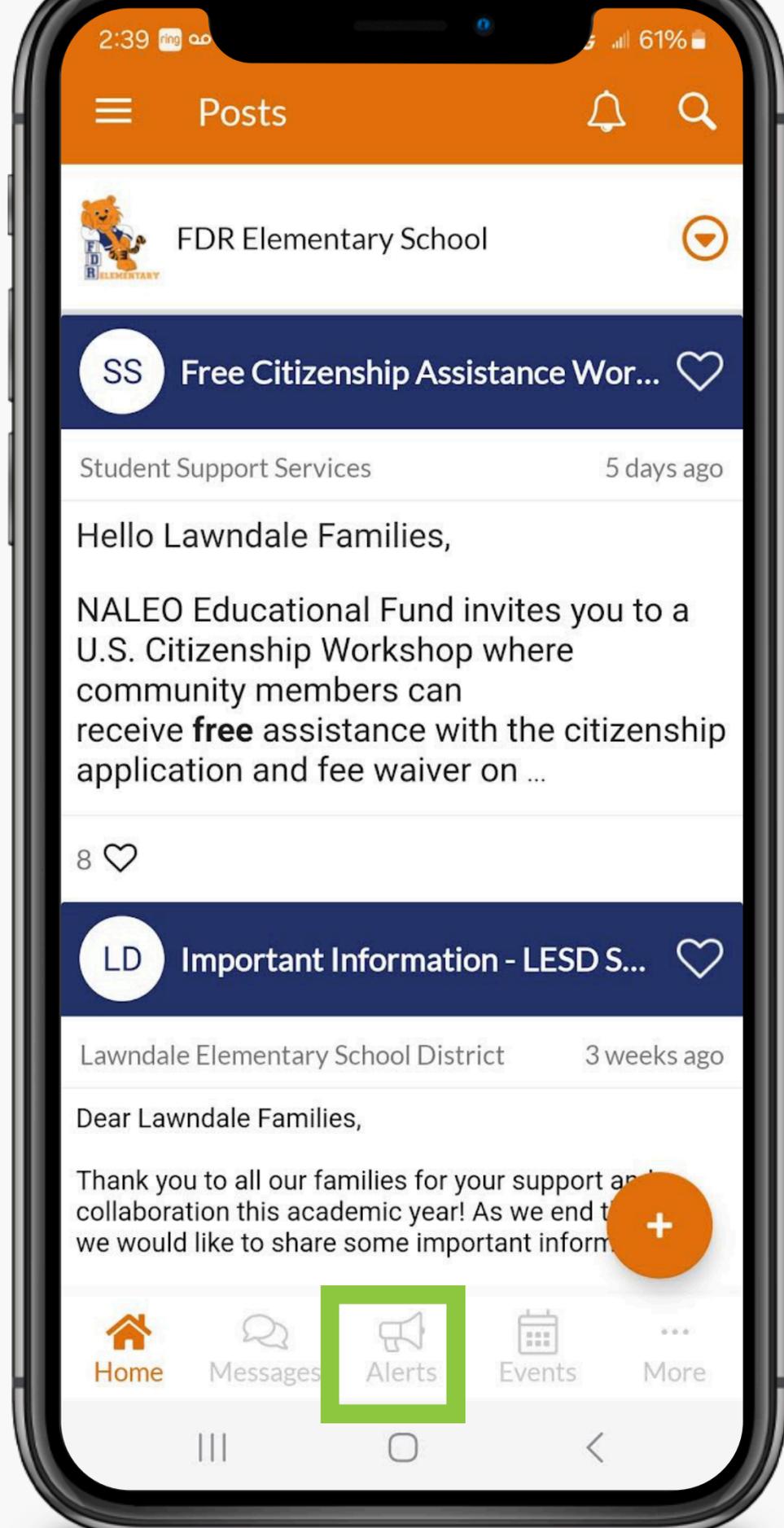
Tap where it says "Tap to select recipients or "Type Name"



**Click on the name to select. On Android, click on the back button and the recipient will appear. On iPhone, you have to click on Add button at the top.**



**Type your message and click send**

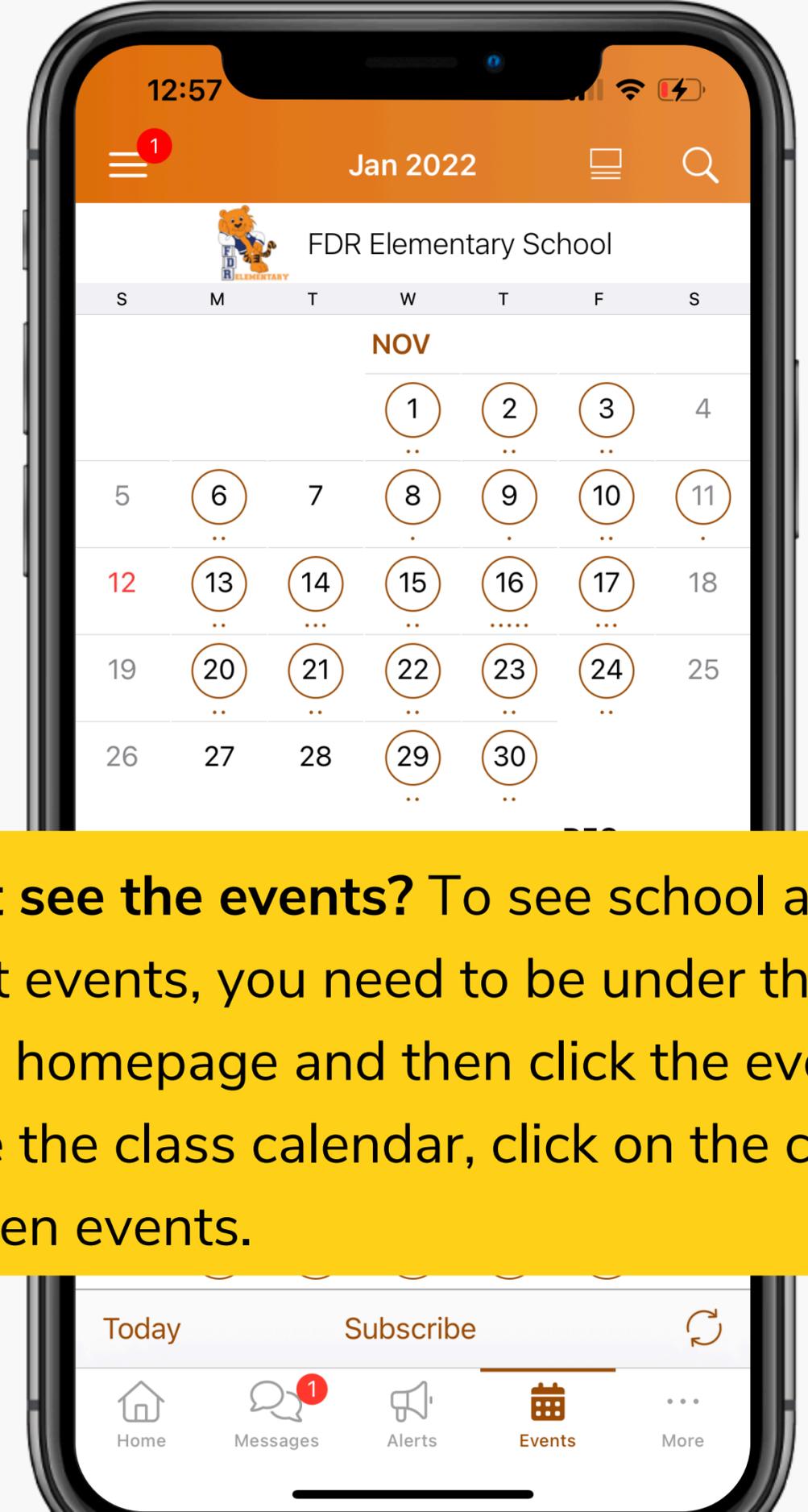
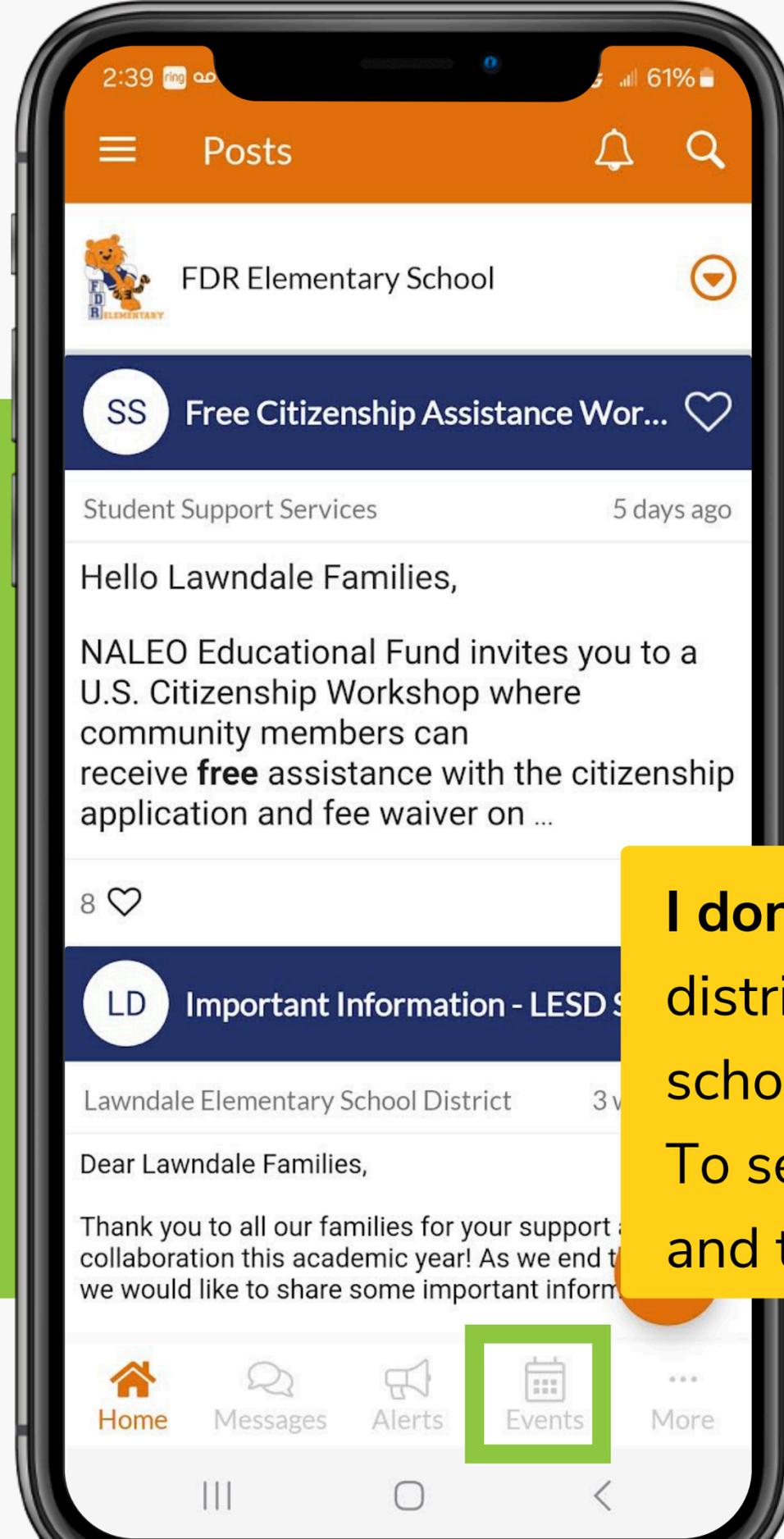


# Alerts

- Emergency alerts will be sent as text, email, and/or app notifications. **Please do not block us! You will not receive the alerts.**
- Any alerts sent to you will appear here.

# Events

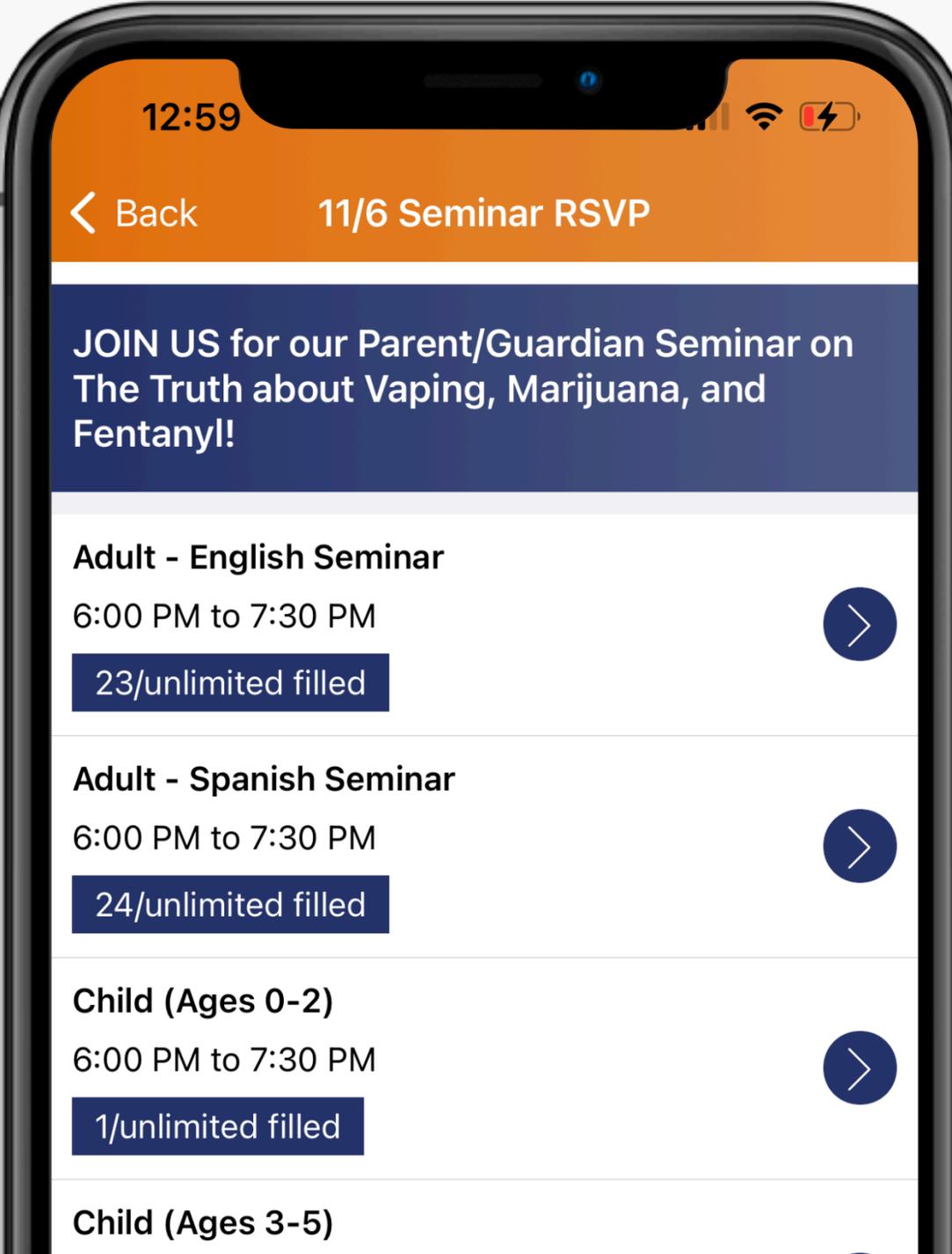
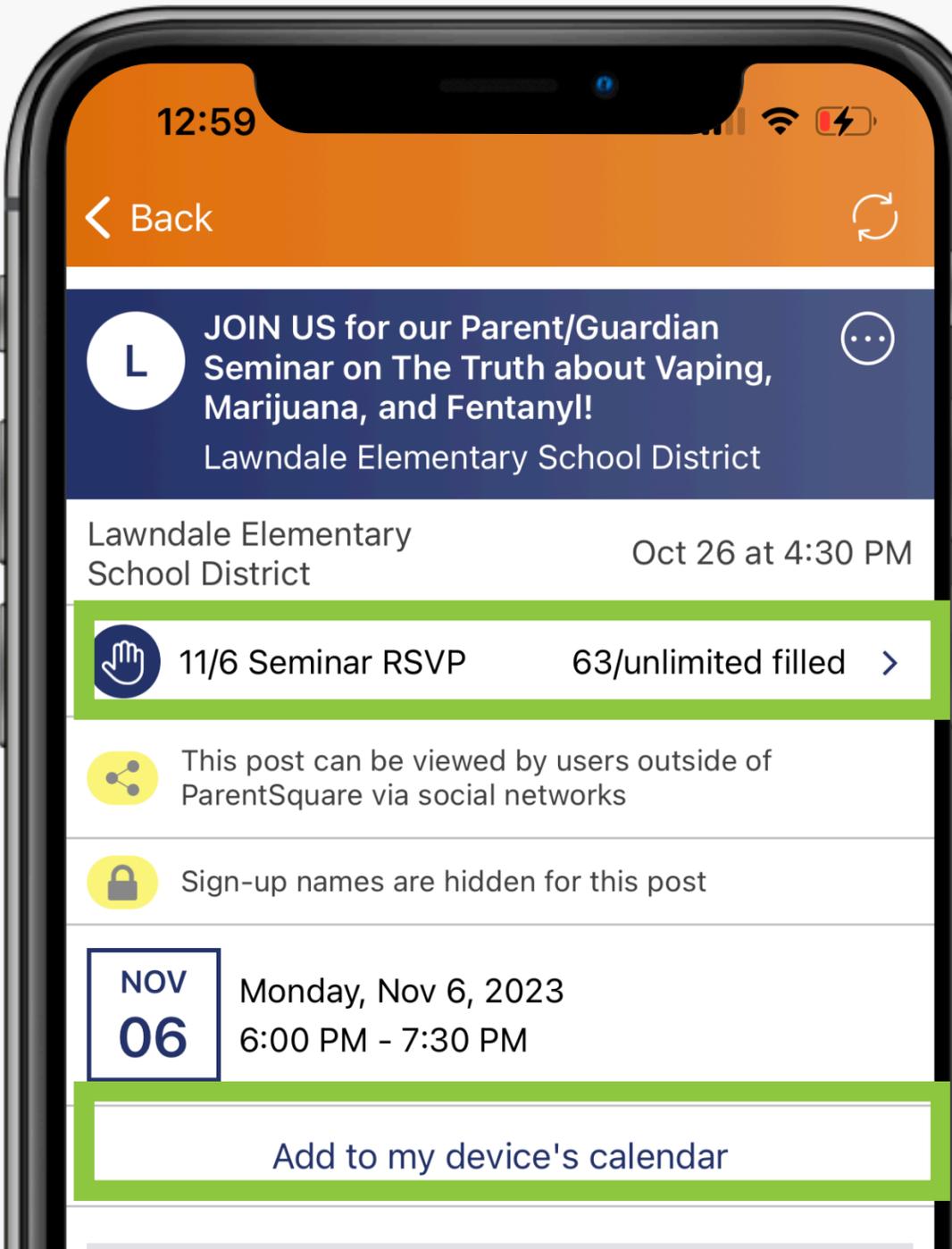
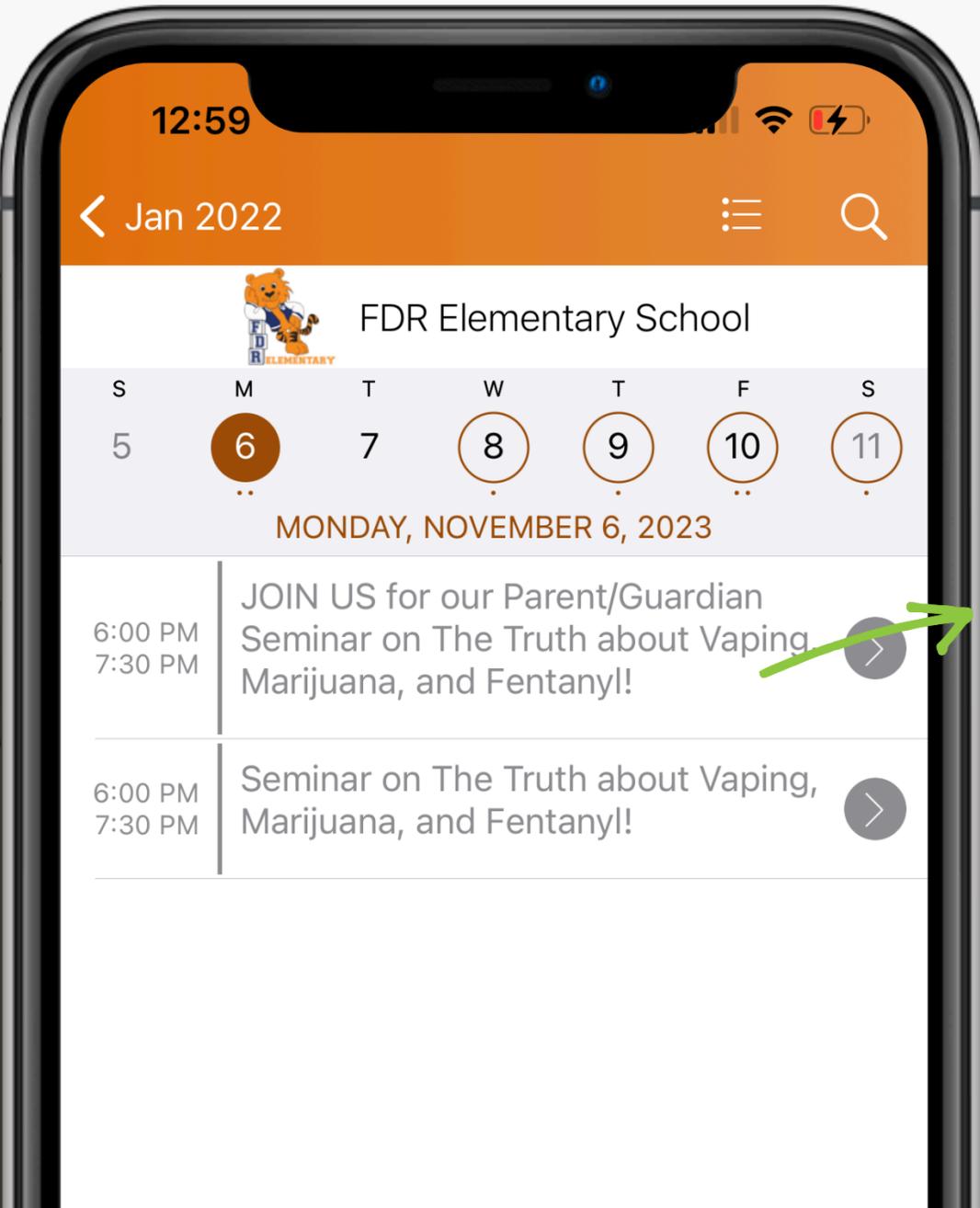
- Check out your school calendar for events! Click on a day to see the events.
- You will see both school events and district events.

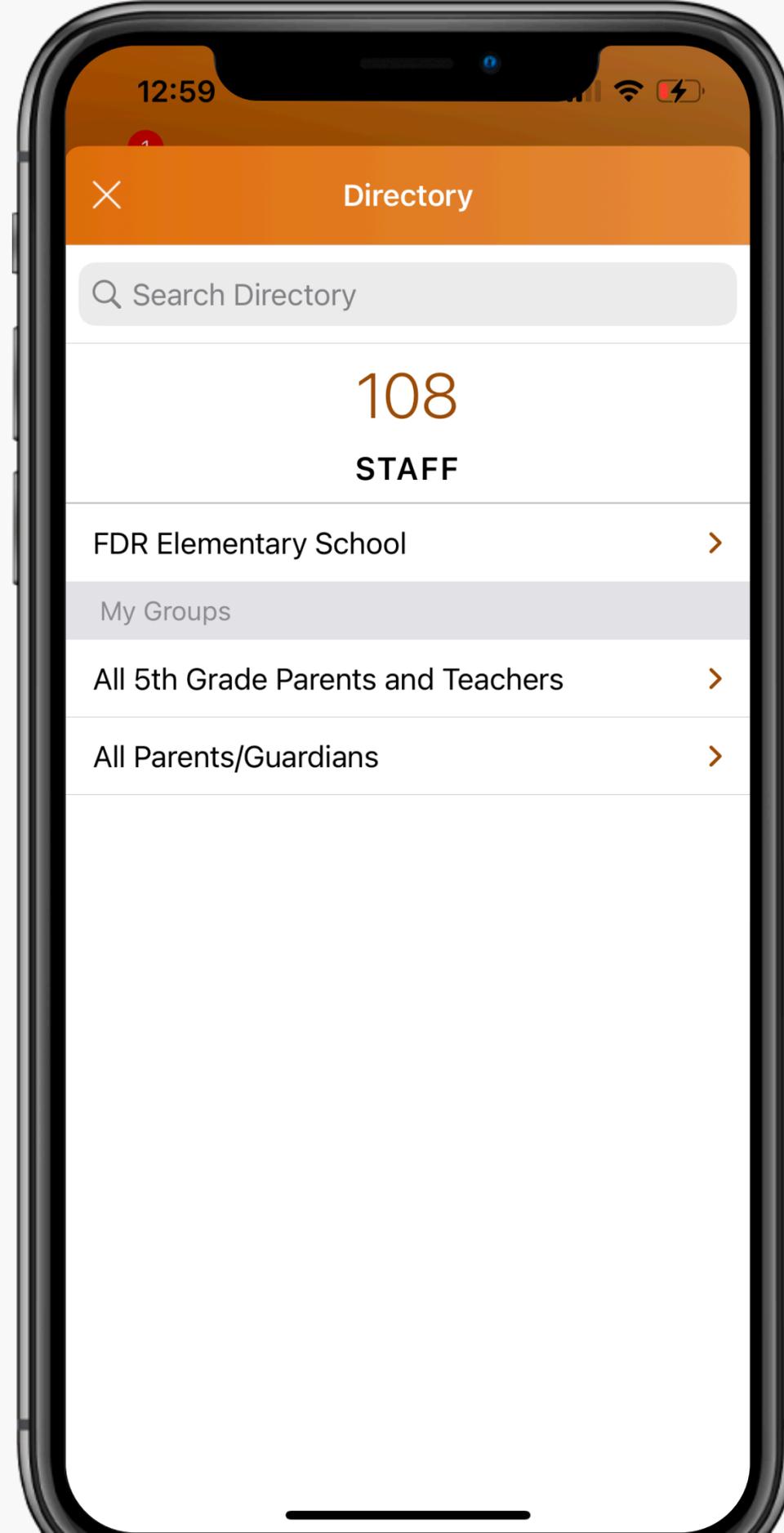
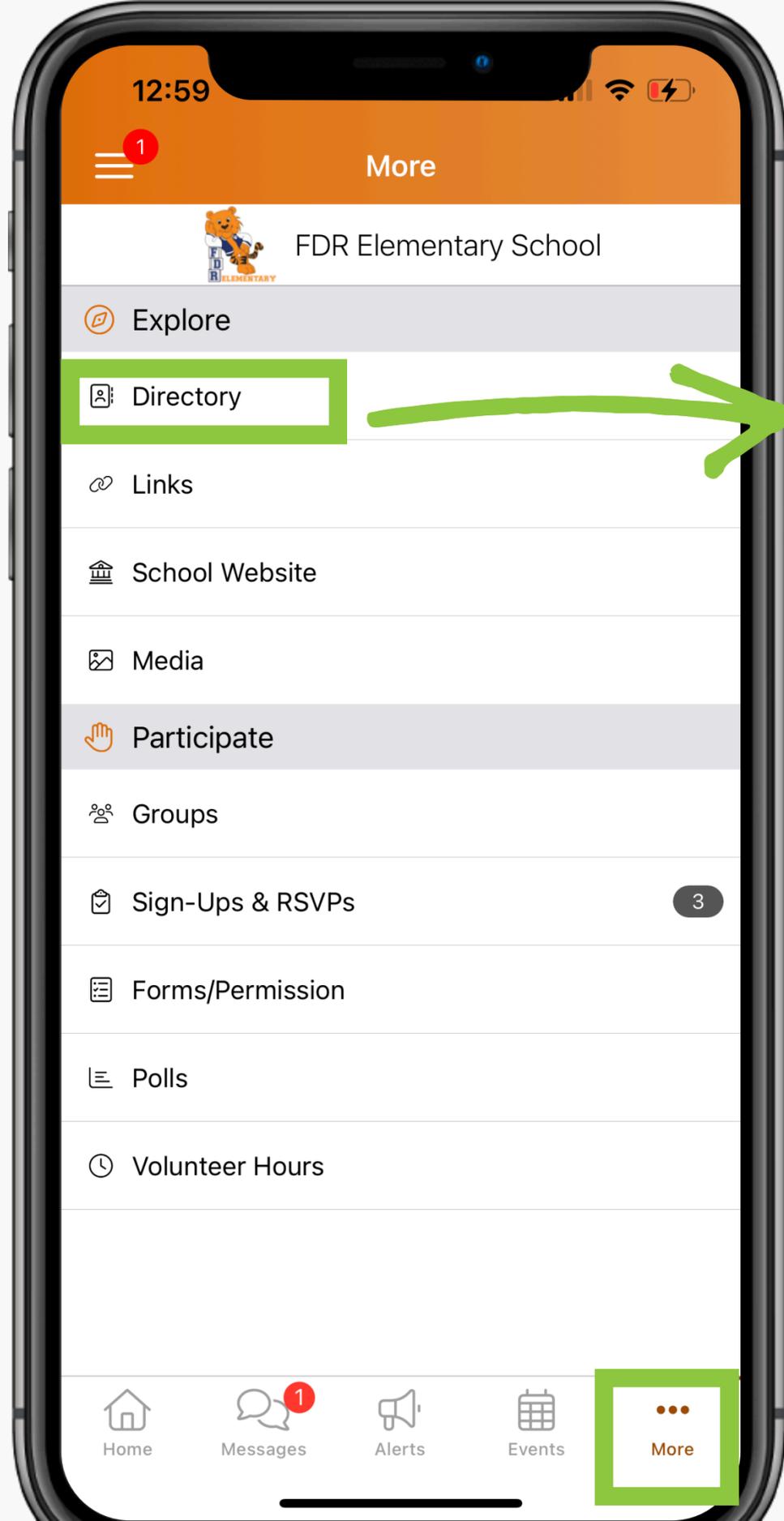


**I don't see the events?** To see school and district events, you need to be under the school homepage and then click the events. To see the class calendar, click on the class and then events.

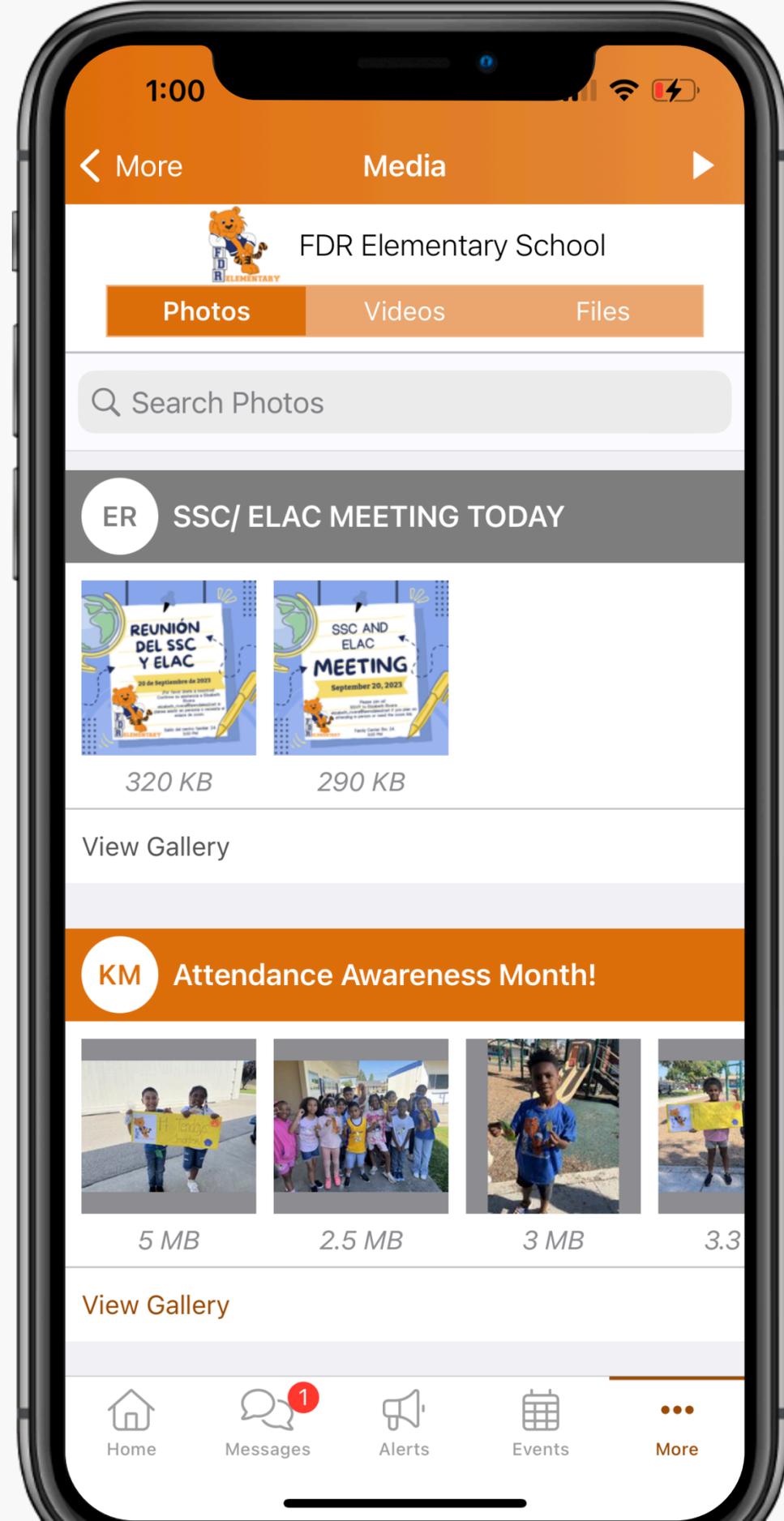
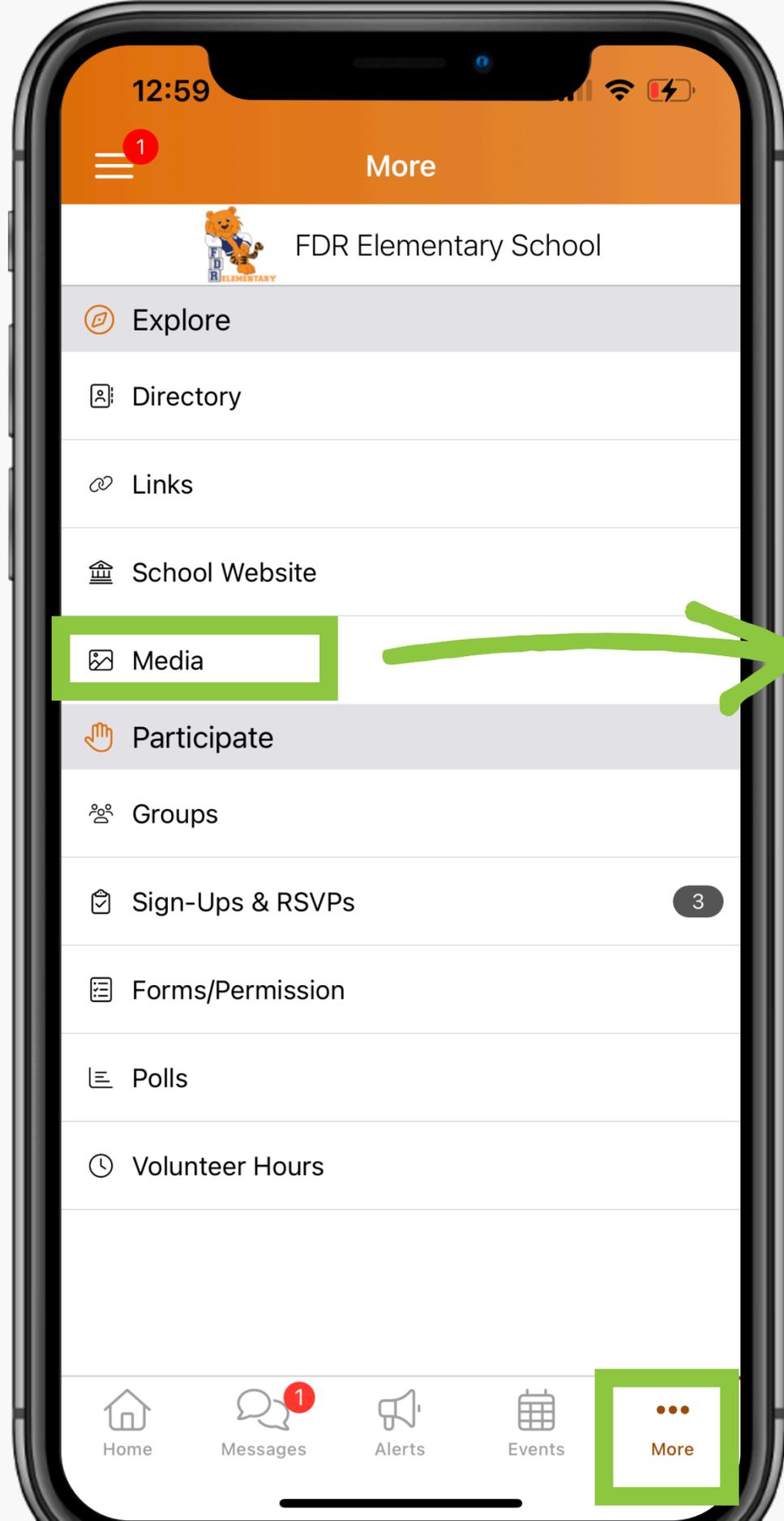
# Events

When you click on an event, you will have the option to RSVP or Sign Up. You may also add the event to your device's calendar.

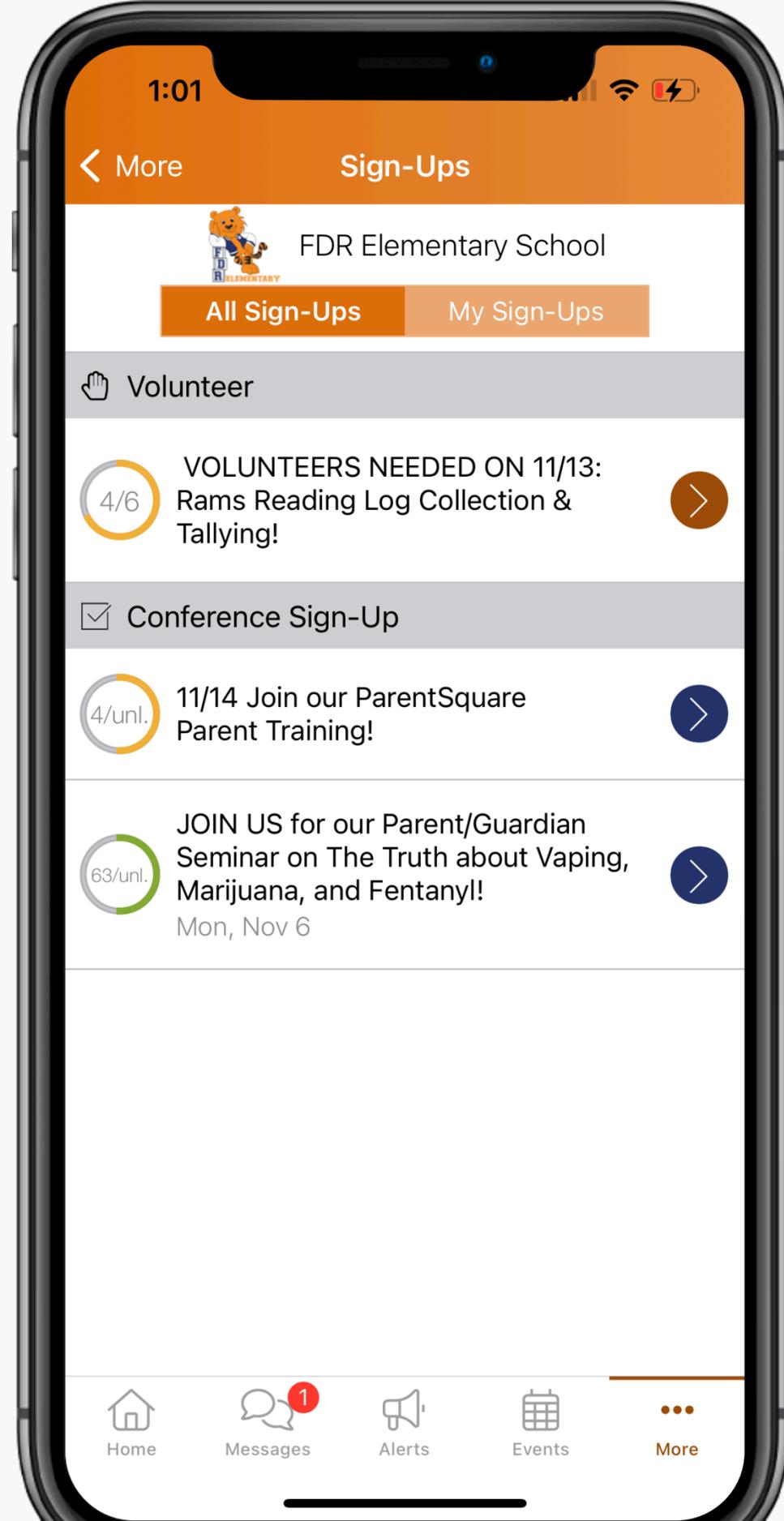
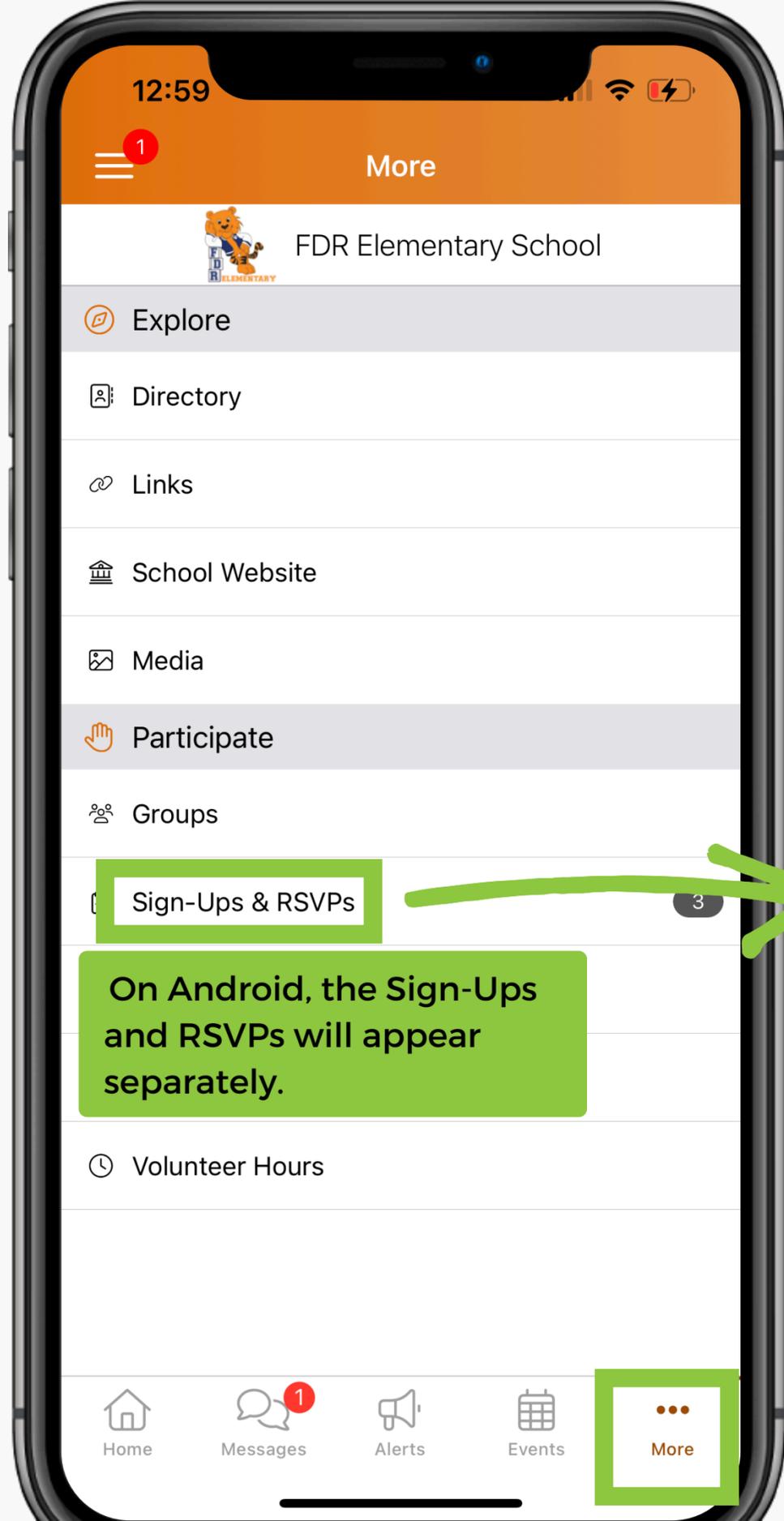




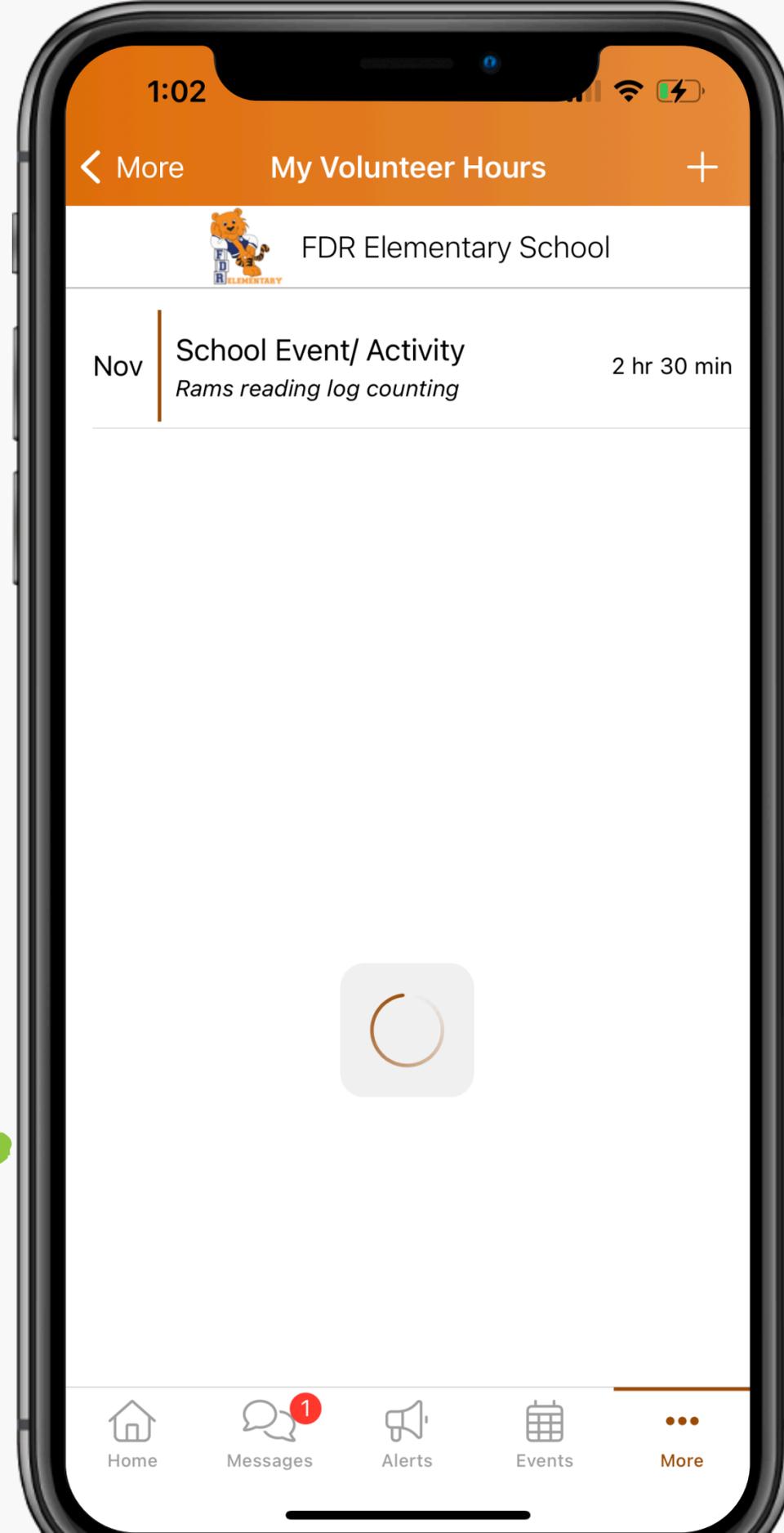
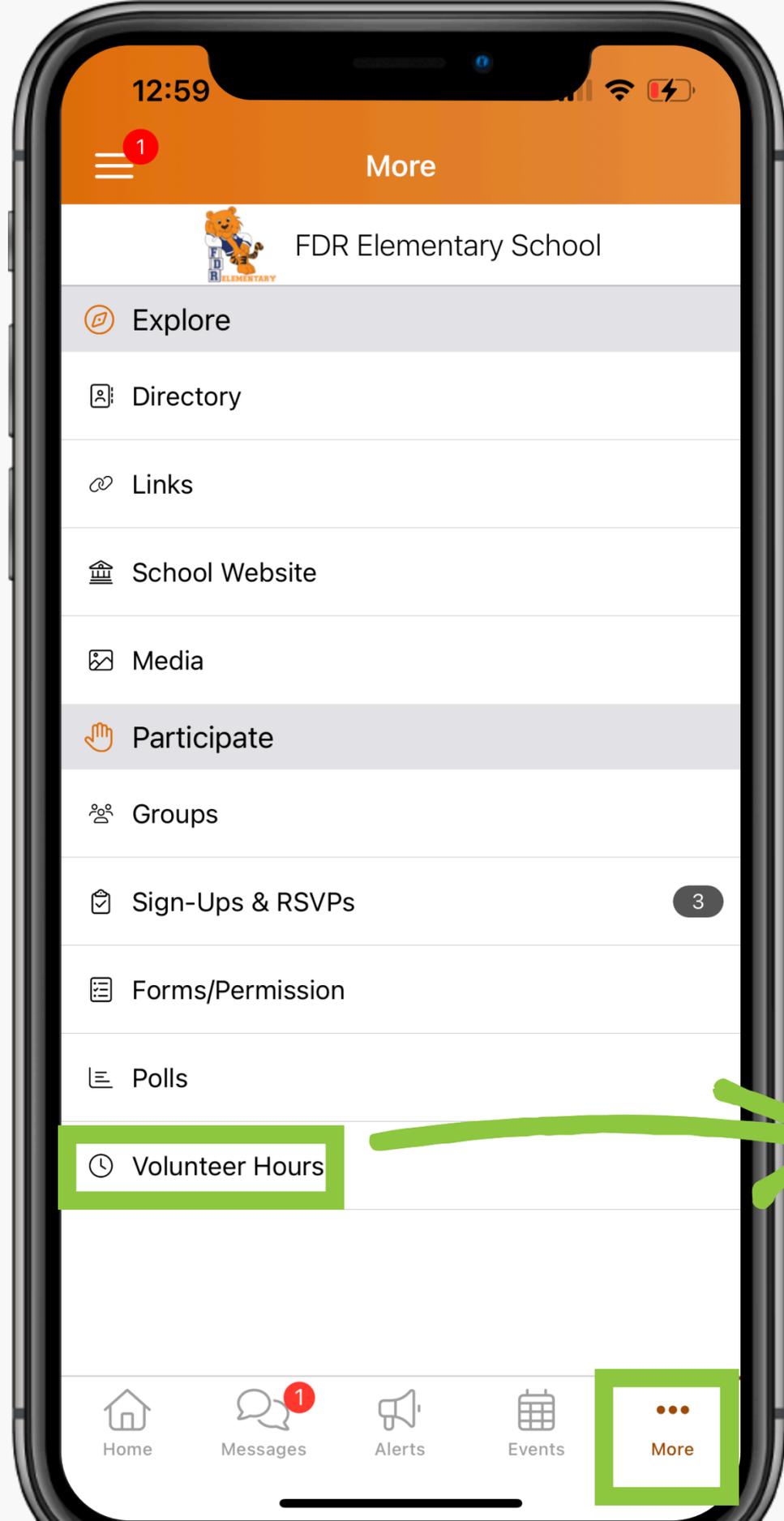
# More



# Media



# Sign-ups & RSVPs



# Volunteer Hours

# Need to change your contact information?

**PLEASE CONTACT THE SCHOOL!**

It is important we have your most updated information in case of an emergency.



# Why are my spouse and I under one account?



## **PLEASE CONTACT THE SCHOOL!**

At the time of enrollment, most likely you used the same email and/or phone number for both parents/legal guardians. If you want separate accounts, please contact the school.

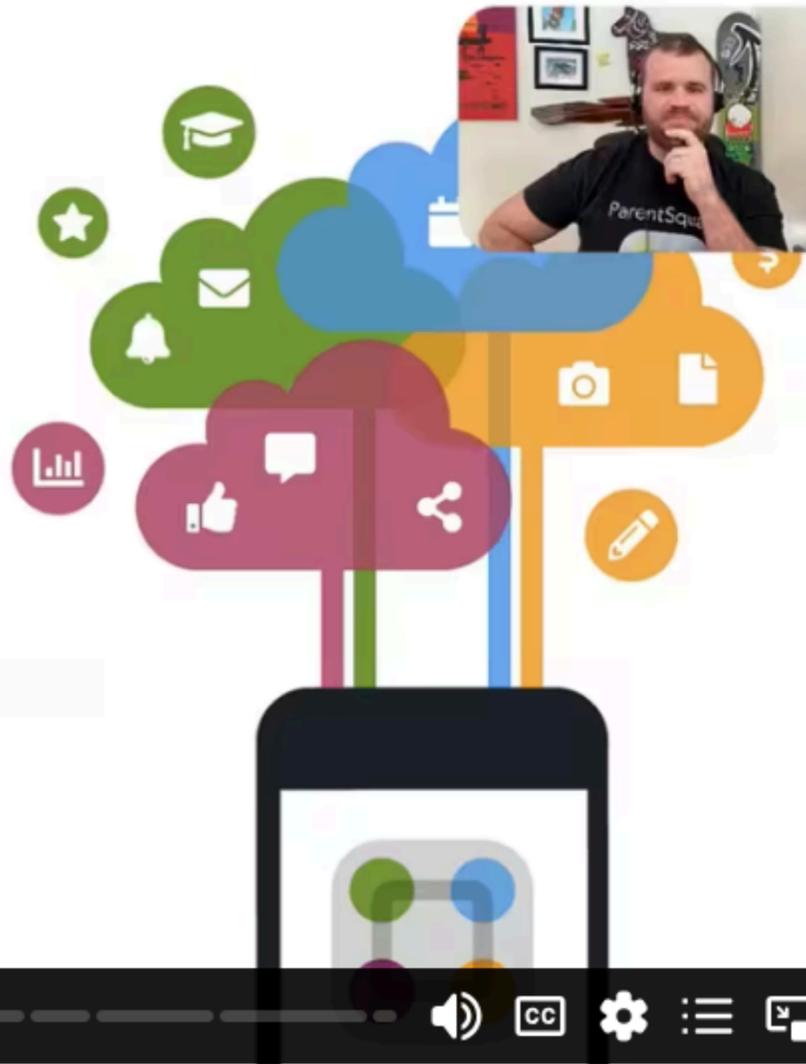


**Tony Williams**  
Engagement Manager



Unified Equitable Communications

**Parent 101**



# ADDITIONAL RESOURCES

[ParentSquare Parent 101](#)



**THANK YOU!**

**If you have any questions, please contact your school's Community Liaison.**