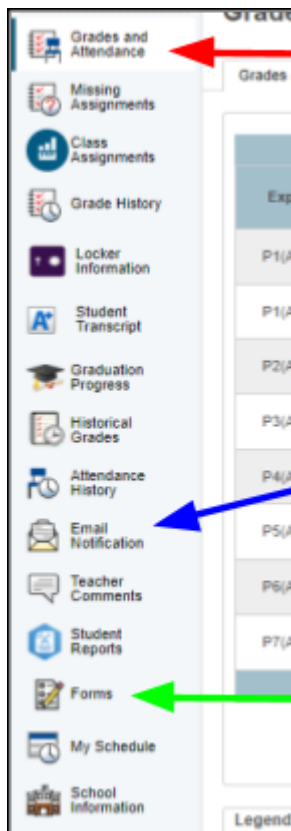# Parents' Guide to using PowerSchool

How do I sign into the Parent Portal?

1. Go to the Michigan City Area Schools Website at http://educateMC.net
2. Click on the PowerSchool Logo
3. Type in your username and password to sign in. If you are having issues logging in, please contact the secretary at your child's school.

How to navigate in the Parent Portal

1. This is where you will check on your students' grades and overall attendance for their classes. You can click each class separately to check their grades and missing work.

2. You can set up to have daily or weekly email updates about attendance and grades

3. What is found under FORMS?
   1. Registration Forms at the start of the year
   2. Bus Stop Information
   3. Where to change contact information for your student

1. Grades and Attendance

Grades and Attendance

(1)   (2)   (3)

Attendance By Class

Exp	Last Week					This Week					Course	S1	S2	Y	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
P1(A)											Math Kdg (Training) Email Bartels, Amy R - Rm: 116	[i]	[i]	[ ]	0	0
												[i]	[i]	[i]	0	0
												[i]	25	25	0	0
												[i]	[i]	[i]	0	0
												[i]	A 100	A 100	0	0

This is where you can check (1) individual daily attendance, (2) the course name, and (3) the grade in the class. If you click the grade in the class (3), it will show you individual assignment grades, including missing assignments.

2. Email Notifications

Contact Information

Account Email	Ashley.kohler5@gmail.com

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	☐
School Announcements	☐
Balance Alert (Note: will only be sent when student is low on funds)	☐

You can set this up to have automatic email notifications sent to your email on the account or add additional email addresses.

Additional Notification Emails

Email Address(es)	

(Separate multiple email addresses with commas)

Frequency

How Often?	Never
Apply These Settings to All Your Students?	☐
Send Now For Billy?	☐

Never
Never
Weekly
Every Two Weeks
Monthly
Daily

3. Forms

Registration
A - Registration-Student Info Update
B - Registration-Student Change of Address
C - Registration-Student Contacts Update
D - Registration-Health Information Update & Medical Authorizations
E - Transportation Options
F - Registration-Military Children in Education
G - Registration- Permissions/Agreements
H - Registration-Migrant Worker Questionnaire
I - Registration-Residence Survey
Student Form-Optional
Open Door - IF YOU HAVE NEVER RECEIVED OPEN DOOR SERVICES CLICK HERE TO COMPLETE OUR APPLICATION FORM
Open Door - THIS FORM IS FOR CURRENT OPEN DOOR PATIENTS ONLY
Safe Harbor Registration Form
Textbook Assistance and other Educational Benefits
Transportation
Transportation - Bus Information

Registration Documents
If they are completed, it will say "submitted," if they are NOT completed, it will say "empty"

Bus stop information can be found HERE