PowerSchool
Parent Portal

Parents can log in to the Parent Portal to check their student's grades, attendance, and in the middle and high schools, access report cards and view course recommendations.

Account information: Parent Portal accounts roll from year-to-year and school-to-school. The parent accounts stay with the student from the time of creation to the time the student either withdraws or graduates.

New Students: When a student is registered, the registrar at the building creates the parent's access information and prints a 'Parent Portal' letter to give to the parent. The letter explains how to create the Portal account.

Password resets: If a parent forgets their username or password, they can click the "**Having trouble signing in?**" link on the login screen where they will be prompted to enter the email address that was used to create the account. If they are unable to retrieve the information that way, the registrar at the school can look up the username and or reset the password. The parent would then be prompted to change the password the next time they log in.

To create a Parent Portal account:
1. Visit your child's school(s) to receive your access ID and password.
2. Go to https://ps.wcasd.net
3. Click on the **Create Account** tab and click the **'Create Account'** button.
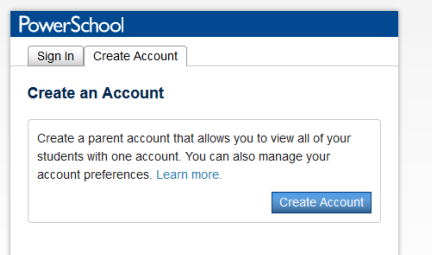
4. Enter your first name, last name, username of your choice (cannot be your email address) and password of your choice. Your password must be at least 6 characters.
5. Enter your child's name and then the Access ID and Password from the letter from the school. Select your relationship to the child from the dropdown.
6. If you have more than one child, please enter the information for each child in the fields below the first child.
7. Click the **'Enter'** button when finished.

8. You should now be able to log in to the Parent Portal with the username and password that you chose when you created the account.

9. Once logged in, you will see your children's names listed across the top of the screen. Click on the **child's name** whose information you wish to view.

10. You will see the menu below on the left of the screen and current grade and attendance information for your child:

11. To email one of your child's teachers, click on the **blue teacher name** beneath the course name.

12. To see the breakdown of how your child's grade was derived for any given course/term, click on the **grade** in the quarter you wish to view.

13. To see a list of any absences or tardies, click on the **blue number** in either of those columns. You will see a list of dates and codes. The key to the codes is at the bottom of the screen.

14. Use the menu on the left of the screen to access the following:

- Click on the **Secondary Report Card** link in the menu on the left of the screen to view your child's current report card if they are in grades 6-12.

- **Course History**   The **Course History** link shows your child's grades for the time they were in our schools.

- **Schedule**   The **Schedule link** shows your child's current schedule.

- **Grades and Attendance**   The **Grades and Attendance** screen shows you the same screen that you saw when you logged in (see above).

- **Email Notification** The **Email Notification** link will allow you to select different progress reports and their frequency that you can have emailed to the email address you used to set up your account. You can also enter a second email to receive these reports.

- **Class Registration**   The **Class Registration** link allows you to view your child's course recommendations for the upcoming school year if your child is in grades 6-11. This is also the link you would use to select elective courses during the Course Selection window (typically in February).

- **Account Preferences**   The **Account Preferences** link is used to change your email address, password or to add another child to your existing Parent Portal account.

- **Health Screenings**   The **Health Screenings** link shows you the results of any Hearing, Vision, Height and Weight and Scoliosis screenings that were given to your child by the nurse at school.