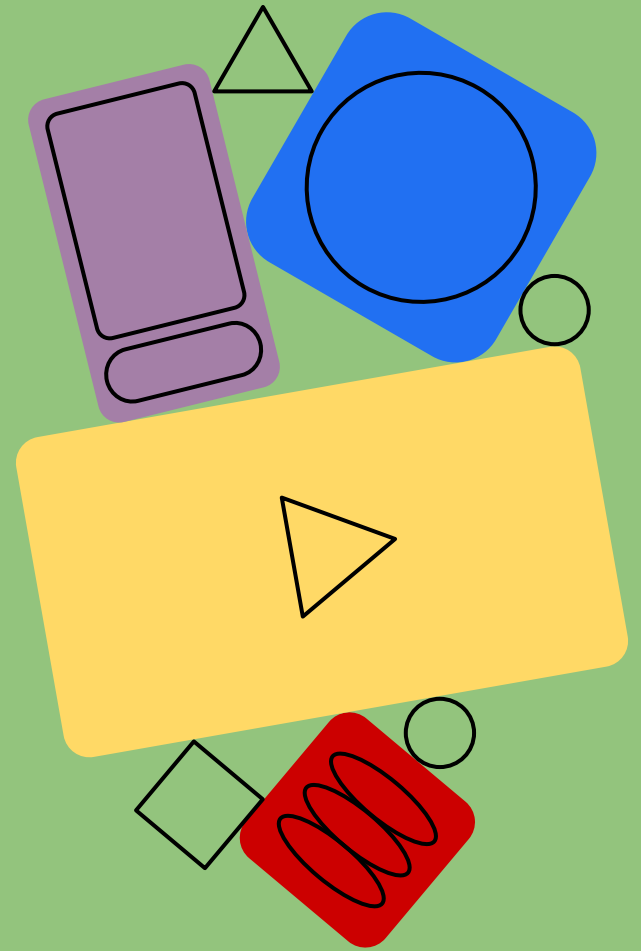


A tutorial on how to use

# Parent Square and PowerSchool Parent Portal



# WHY PARENT SQUARE?



**Posts :** View announcements and updates

**Calendar:** See upcoming events

**Messages :** Send and receive direct messages

**ALERTS:** Emergency notifications and reminders

**Direct Messaging:** Click "Messages" to start a conversation

**Language Support:** Messages can be translated into your preferred language



**Tip:** Check PARENTSQUARE daily. Update your contact info regularly and use the app for quick access on the go!



**PURPOSE:** Streamline communication between school and families

**ACCESS:** Web browser or mobile app (iOS & Android)

## GETTING STARTED

**SIGN UP :** Check your email for an invitation or go to [www.parentsquare.com](http://www.parentsquare.com).



**LOG IN :** Use your registered email or phone number.

**DOWNLOAD APP :** Search "ParentsSquare" in your app store.



# PARENT SQUARE?

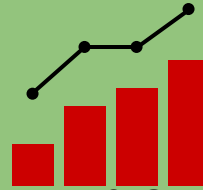


You may be asking yourself, what is ParentSquare?

Please Watch  
This Video

# Features & Capabilities of Power School

PowerSchool gives parents access to many features to support your child.



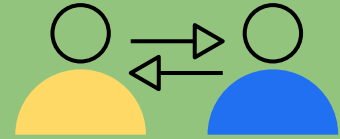
## Reports & Grades

Tracking of posted formatives and summatives



## Attendance

All attendance is recorded and available to view along with legend for codes.



## Communication

All teacher's emails are available in one click.

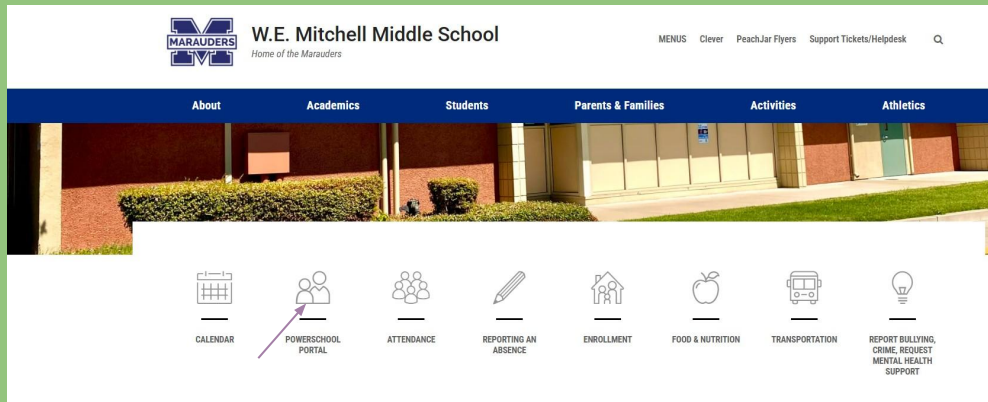


## And so much more....

Parents have access to historical grades, teacher comments, state test scores, account preferences, registration access and so much more!

# How Do I login to PowerSchool on a computer?

First, go to Mitchell's Website and click on the PowerSchool Portal link.



The Parent and Student sign in page will pop up

The image shows the 'Parent Sign In' page of the PowerSchool SIS system. The page has a blue header with the 'PowerSchool SIS' logo. Below the header, there are two tabs: 'Sign In' (selected) and 'Create Account'. The 'Sign In' section contains a 'Username' field with the text 'mzillies' and a 'Password' field with masked characters. A link for 'Forgot Username or Password?' is located below the password field. A blue 'Sign In' button is positioned to the right of the password field. Below the sign-in section, there is a 'Student Sign In' section with a text prompt: 'Students - Click the button to sign in. You will be redirected to the Student sign in page.' and a blue 'Student Sign In' button.



# Navigation Menu

The navigation bar will be on the left. Here you have the same options as your child to locate information and contact their teachers.

# Grade and Attendance Page

Click on teacher's name to email.

Click on letter  
grade to view  
assignments

Grades and Attendance

| Attendance By Class |           |   |   |     |           |     |     |     |     |     |                                                                          |            |          |         |  |
|---------------------|-----------|---|---|-----|-----------|-----|-----|-----|-----|-----|--------------------------------------------------------------------------|------------|----------|---------|--|
| Exp                 | Last Week |   |   |     | This Week |     |     |     |     |     | Course                                                                   | S1         | Absences | Tardies |  |
|                     | M         | T | W | H   | F         | M   | T   | W   | H   | F   |                                                                          |            |          |         |  |
| 1(A)                |           |   |   | PRE | PRE       | PRE | PRE | PRE |     | PRE | Spanish SL 2A (P)<br>Email White, Nancy - Rm: G11                        | [1]        | 0        | 0       |  |
| 2(A)                |           |   |   | PRE | PRE       | PRE | PRE |     | PRE | PRE | IB History HL (P) 2A<br>Email Ortiz, Dean C - Rm: G20                    | [1]        | 0        | 0       |  |
| Adv(A)              |           |   |   |     |           |     |     | PRE | PRE |     | Advisory 9-12<br>Email Caplan, Faith L - Rm: D5                          | [1]        | 0        | 0       |  |
| 3(A)                |           |   |   | PRE | PRE       | PRE | PRE | PRE |     | PRE | Ethnic Studies (P)<br>Email Castillo, Alexandra - Rm: G14                | A+<br>100  | 0        | 0       |  |
| 4(A)                |           |   |   | PRE | PRE       | PRE | PRE |     | PRE | PRE | Personal Business Finance A (P)<br>Email Phillips, Morgan - Rm: C1       | [1]        | 0        | 0       |  |
| 5(A)                |           |   |   | PRE | PRE       | PRE | PRE | PRE |     | PRE | IB Psychology SLA<br>Email Goldman, Kristen - Rm: G21                    | [1]        | 0        | 0       |  |
| 6(A)                |           |   |   | PRE | PRE       | PRE | PRE |     | PRE | PRE | Ad Product Innovation and Design A (P)<br>Email Caplan, Faith L - Rm: D5 | A+<br>100  | 0        | 0       |  |
| 7(A)                |           |   |   | PRE | PRE       | PRE | PRE | PRE |     | PRE | Language and Literature HL (P) 2A<br>Email Atfleck, Natalie - Rm: H113   | B<br>72.73 | 0        | 0       |  |
| Attendance Totals   |           |   |   |     |           |     |     |     |     |     |                                                                          | 0          | 0        | 0       |  |

Current Weighted GPA (S1): 4.0000

Show dropped classes also

| Attendance By Day |   |   |     |     |  |           |     |     |     |     |    |          |    |         |   |
|-------------------|---|---|-----|-----|--|-----------|-----|-----|-----|-----|----|----------|----|---------|---|
| Last Week         |   |   |     |     |  | This Week |     |     |     |     |    | Absences |    | Tardies |   |
| M                 | T | W | H   | F   |  | M         | T   | W   | H   | F   | S1 | YTD      | S1 | YTD     |   |
|                   |   |   | PRE | PRE |  | PRE       | PRE | PRE | PRE | PRE | 0  | 0        | 0  | 0       |   |
| Attendance Totals |   |   |     |     |  |           |     |     |     |     |    | 0        | 0  | 0       | 0 |

Legend

Attendance Codes: Blank=Present | PRE=Present | ACT=Activity | UNH=Unexcused | CUT=Cut | DLT=Double Late | EED=Excused Early Dismissal | ETD=Excused Tardy | HCH=HSH Complete | HHH=HSH Incomplete | MMV=Medically Verified | PPV=Parent Verified | INH=Inhouse Suspension | JPS=Justified Personal | LTL=Late < 30 minutes | MAU=Makeup | NCC=No Contact | OFC=Office | PRA=Personal Principal Approved | REL=Religious | COV=COVID | SUS=Suspended | TDT=Tardy > 30 minutes | UED=Unexcused Early Dismissal | UNW=Unverified | CLS=Class Suspension | D=Shots Needed | DPL=Distance Learning Permit | AHP=Attending Hospital/Health Facility | DLH=Distance Learning Absent | DNU=Do Not Use | STE=Short Term Enrollment (Out of District) |

Campus Code: CH=Chastain | SC=Sanctuary | NL=Newkirk | HL=Hastings |

# Detail Classwork and Attendance for each subject

## Grades and Attendance

| Course             | Teacher             | Expression | Term | Final Grade <sup>1</sup> |
|--------------------|---------------------|------------|------|--------------------------|
| Ethnic Studies (P) | Castillo, Alexandra | 3(A)       | S1   | A+ 100%                  |

Teacher Comments:

Section Description:

## Assignments

| Due Date   | Category  | Assignment                       | Flags                                                                                                                     | Score | %   | Grade |   |
|------------|-----------|----------------------------------|---------------------------------------------------------------------------------------------------------------------------|-------|-----|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 08/13/2025 | Classwork | Precious Knowledge Film Guide    | <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> | ~/17  |     |       |                                                                                                                                                                         |
| 08/13/2025 | Classwork | Precious Knowledge Participation | <div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> | 10/10 | 100 | A+    |                                                                                                                                                                         |

Grades last updated on: 8/14/2025

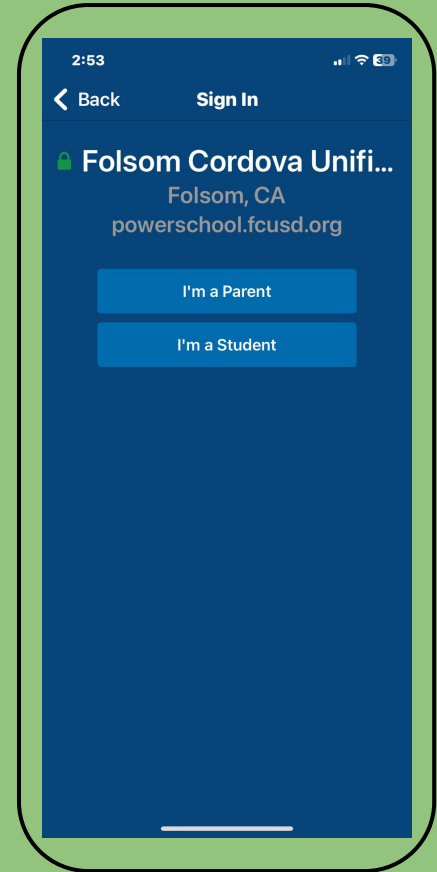
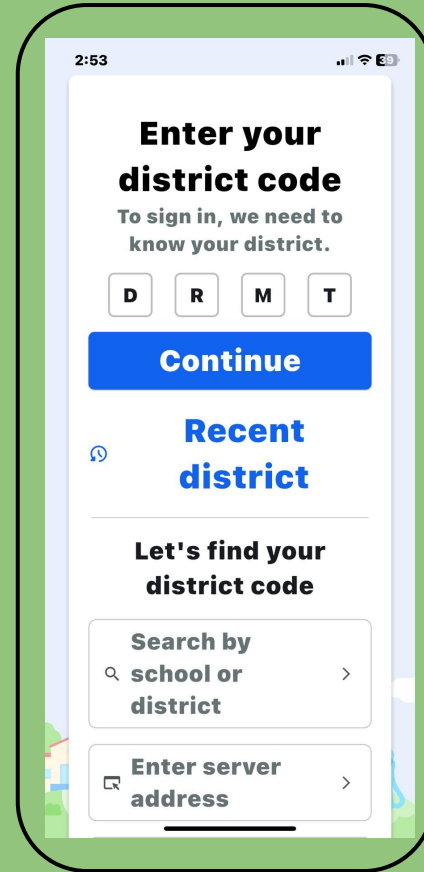
## Legend

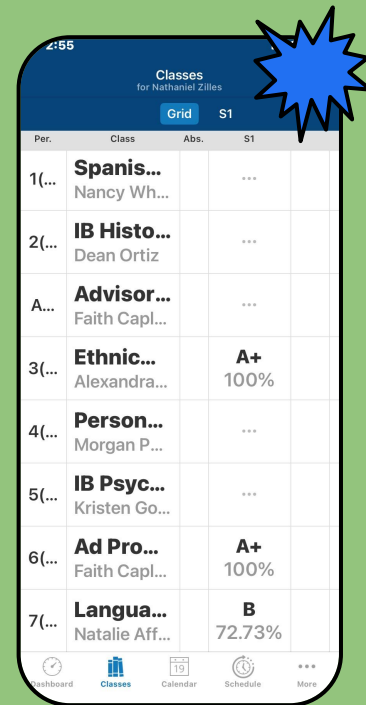
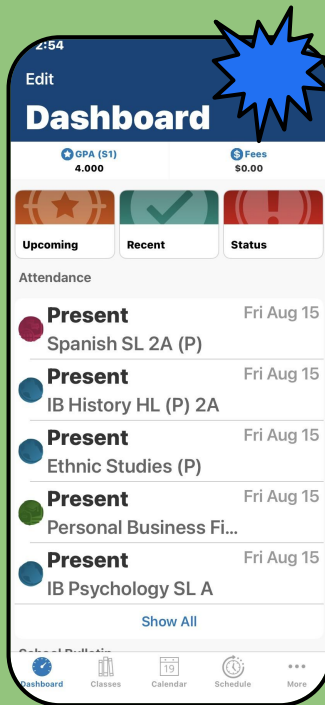
<sup>1</sup> - This final grade may include assignments that are not yet published, or may be the result of special weighting used by the teacher. Click to view [additional information on special weighting](#).

Icons  - Has Description |  - Has Comment |  - Weighted Assignment |  - Collected |  - Late |  - Missing |  - Exempt from Final Grade |  - Absent |  - Incomplete |  - Excluded

# Log in PowerSchool App

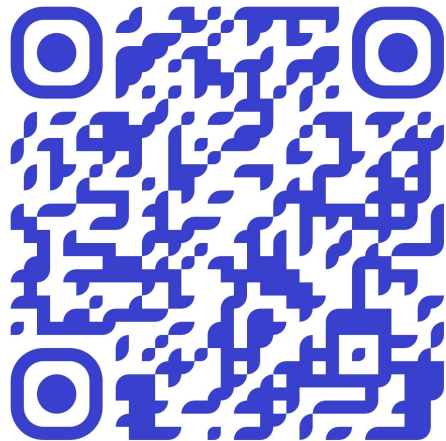
Download the App and enter the district Code. Or, look up code by District.







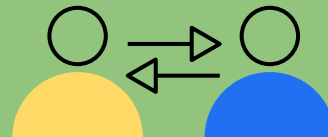
PowerSchool Parent Portal Questions



Our Counseling Staff will assist in  
answering you questions.

**Thank you!!**

Questions  
about  
PowerSchool?





## Connect with Us

ParentSquare Questions



**SCAN HERE**

Our Parent Coordinator Ms.  
Sheetal Lal will connect with  
you to answer your questions  
and concerns.   
Thank You!

## NEED HELP?



Visit the Help Center on ParentSquare

Contact your school's Parent Coordinator



Please scan the QR code if you have any  
questions, concerns or simply need assistance  
on how to use parentsquare

