

How a parent/guardian can view their student's communications in ParentSquare

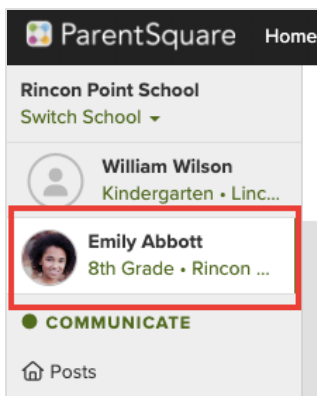
Parents can see any communication sent to or from their child on ParentSquare. Here's how you can view this information.

1. Log in to your ParentSquare account

- Go to **www.parentsquare.com** or open the **ParentSquare app** on your phone or tablet.
- Enter the **email** or **phone number** you used to sign up, along with your password.

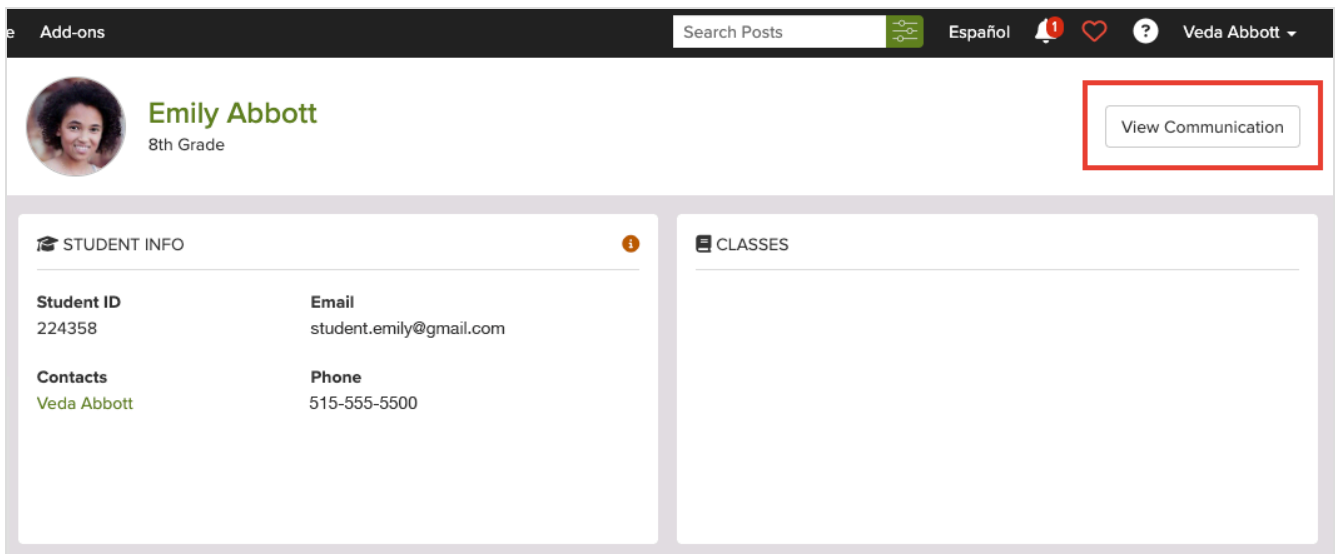
2. Go to your student's profile

- After logging in, look for your student's name or photo on the left side of the screen.
- Click it to open your student's profile page.



3. View your student's communications

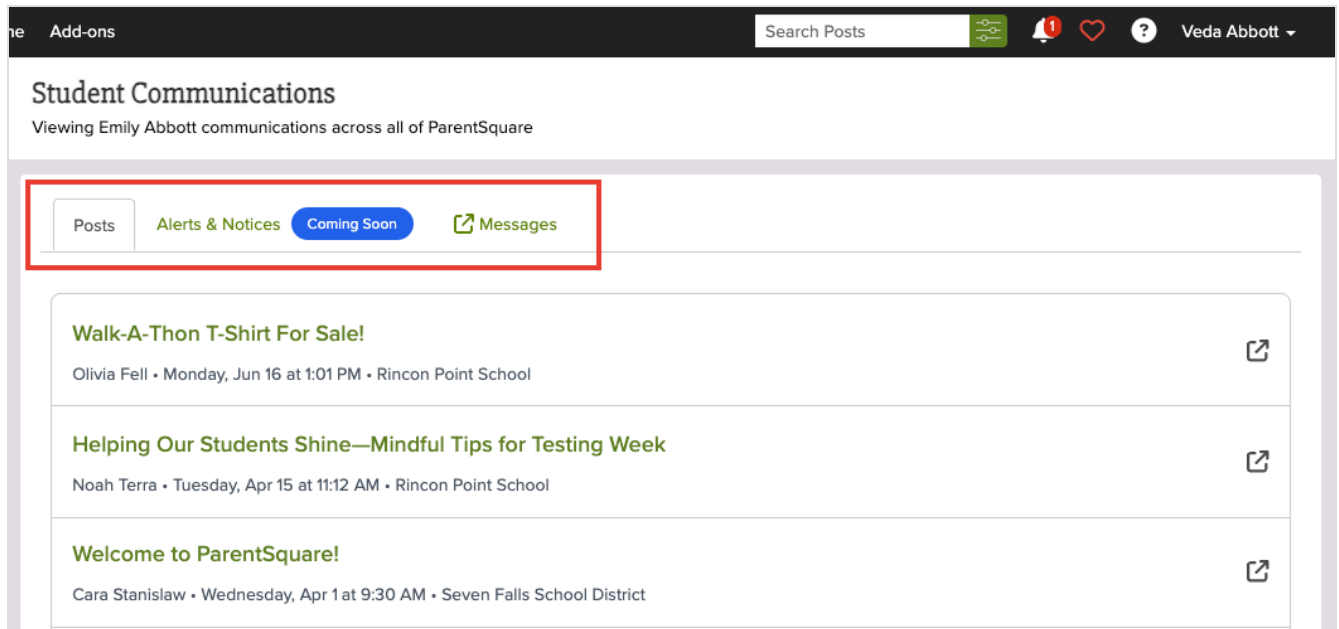
- On your student's profile page, click the **View Communication** button in the top right corner.



4. See the communications sent to or from your student

You'll see three tabs with different types of communications:

- **Posts (default tab):**
These are all the posts sent to your student, including school-wide or class updates such as announcements or news from teachers and staff.
- **Alerts and Notices:** *Coming soon*
These are alerts and notices sent directly to your student (within the last 3 weeks), such as urgent messages, attendance alerts, or reminders.
- **Messages:**
These direct messages have been sent to or from your student and school staff. You'll see full message threads that involve your student.



These communications are view-only, so you won't be able to respond, react, or comment directly in ParentSquare.

Note: This feature is only available when using ParentSquare on a web browser on a computer. It is not yet available in the mobile app.

Getting Started with ParentSquare for Parents and Guardians

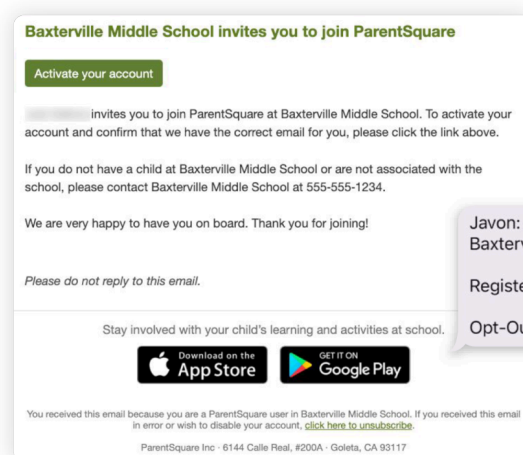
Welcome to ParentSquare! This guide will help you activate your account, find helpful resources, and download the free ParentSquare app so you can start receiving updates from your school.

Activate your ParentSquare account

Your school will send you an invitation using your email address or phone number on file.

1. Open the invitation from ParentSquare in your email or text messages.
2. Click **Activate your account** or tap the link to go to the account registration page.

3. Enter your email or phone number, then click **Get Started**.
(Optional: You can also sign in with Google or Microsoft.)



Javon: Join ParentSquare at Baxterville Middle School
Register: <https://psqr.io/tUHjKalc3S>
Opt-Out: https://psqr.io/CxGnF_XJhL

4. Check your contact information. If it looks correct, click **Confirm**. You'll receive a code by text or email.
5. Enter the verification code when asked.
6. You'll see your children's names. Click **Confirm** next to each child who should be connected to your account.
*If a child is listed by mistake, click **Not my child**.*
7. If everything looks correct, click **Yes, this is me**.

Now you're ready to start using ParentSquare!

Need help with your account?

Contact your school if:

- A name is spelled wrong
- Your email address or phone number is incorrect
- A child is missing from your account

Access helpful resources

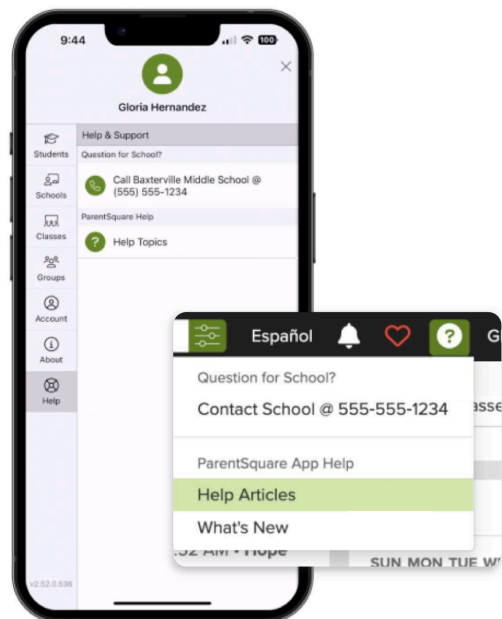
When you're logged in, you can access resources to help you with using ParentSquare.

On a computer, click the **question mark (?)** in the top menu.

In the app, tap the **Help** icon in the app.

You'll see these options:

- **Contact School** - Send a question to your school or find contact details.
- **Help Articles** - Search for answers or step-by-step guides.



Download the ParentSquare app

The free ParentSquare app helps you stay connected on the go. It's available for iPhone and Android.

Scan the QR code below to download the app:

