WESTLAKE City Schools

Dover Intermediate School

A Parent's Guide

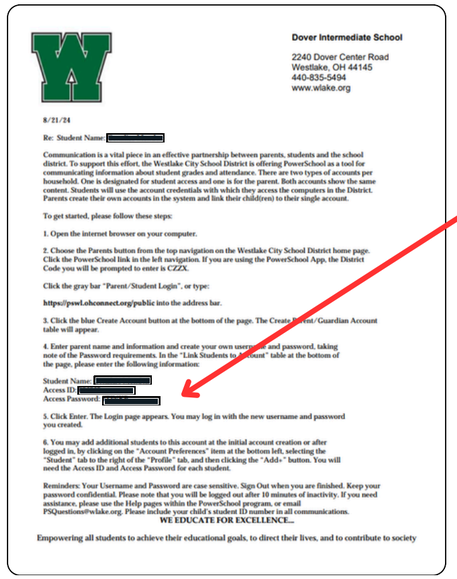
How To...

1. Create a Parent PowerSchool Account
2. Navigate the PowerSchool Mobile App
3. Utilize Google Classroom
4. Utilize Parent Square
5. Manage Stop Finder
6. Manage a planned absence
7. Return from an absence
8. Help your student stay organized
9. Locate DIS Information

2026-2027 SY

WESTLAKE City Schools

Create PowerSchool Account



Dover Intermediate School

2240 Dover Center Road
Westlake, OH 44145
440-835-5494
www.wlake.org

8/21/24

Re: Student Name: [redacted]

Communication is a vital piece in an effective partnership between parents, students and the school district. To support this effort, the Westlake City School District is offering PowerSchool as a tool for communicating information about student grades and attendance. There are two types of accounts per household. One is designated for student access and one is for the parent. Both accounts show the same content. Students will use the account credentials with which they access the computers in the District. Parents create their own accounts in the system and link their child(ren) to their single account.

To get started, please follow these steps:

1. Open the internet browser on your computer.

2. Choose the Parents button from the top navigation on the Westlake City School District home page. Click the PowerSchool link in the left navigation. If you are using the PowerSchool App, the District Code you will be prompted to enter is CZZX.

Click the gray bar "Parent/Student Login", or type:

https://pswl.ohconnect.org/public into the address bar.

3. Click the blue Create Account button at the bottom of the page. The Create Parent/Guardian Account table will appear.

4. Enter parent name and information and create your own username and password, taking note of the Password requirements. In the "Link Students to Account" table at the bottom of the page, please enter the following information:

Student Name: [redacted]
Access ID: [redacted]
Access Password: [redacted]

5. Click Enter. The Login page appears. You may log in with the new username and password you created.

6. You may add additional students to this account at the initial account creation or after logged in, by clicking on the "Account Preferences" item at the bottom left, selecting the "Student" tab to the right of the "Profile" tab, and then clicking the "Add+" button. You will need the Access ID and Access Password for each student.

Reminders: Your Username and Password are case sensitive. Sign Out when you are finished. Keep your password confidential. Please note that you will be logged out after 10 minutes of inactivity. If you need assistance, please use the Help pages within the PowerSchool program, or email PSQuestions@wlake.org. Please include your child's student ID number in all communications.

WE EDUCATE FOR EXCELLENCE...

Empowering all students to achieve their educational goals, to direct their lives, and to contribute to society

1. Watch the video (1:55 min)
2. Access login page

- **District Code**: C Z Z X
- Access ID and Access Password located on ParentSchool letter

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Navigate the PowerSchool App

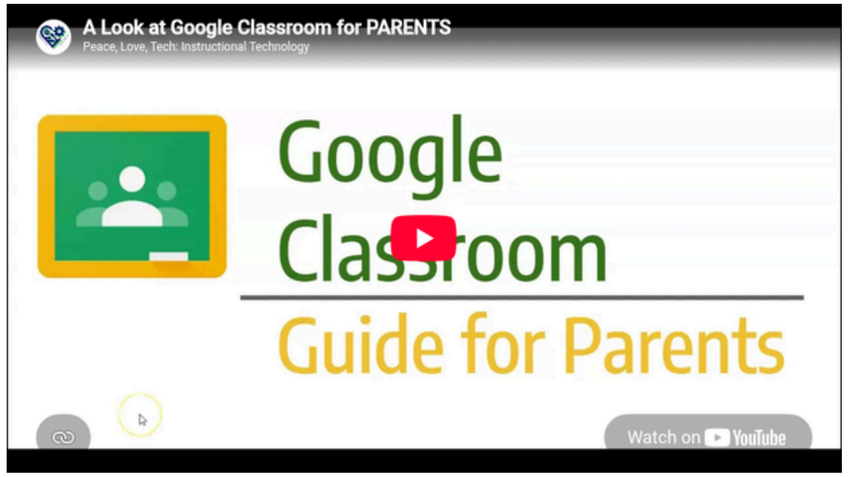


Watch the video below (2:32 min)



Homepage →

Utilize Google Classroom



Google Classroom Tour
(4:36 min)



Viewing Assignments
(1:24 min)

Homepage →

Utilize Parent Square



Watch the video below (2:43 min)



Overview for Parents and Guardians

Helpful links:

- Introduction for Parents and Guardians
- Tips for Parents and Guardians
- Frequently Asked Parent Questions

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How To...

Set up Parent Square



1. Download the free iOS or Android mobile app.

ParentSquare
ParentSquare
★★★★★ (11)

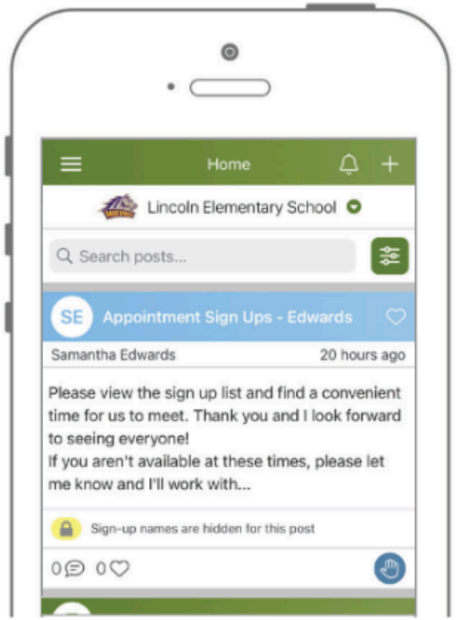
Available on the App Store

ANDROID APP ON Google play

2. Log in with your email or phone registered with the school.



3. Start receiving posts relevant to your student.



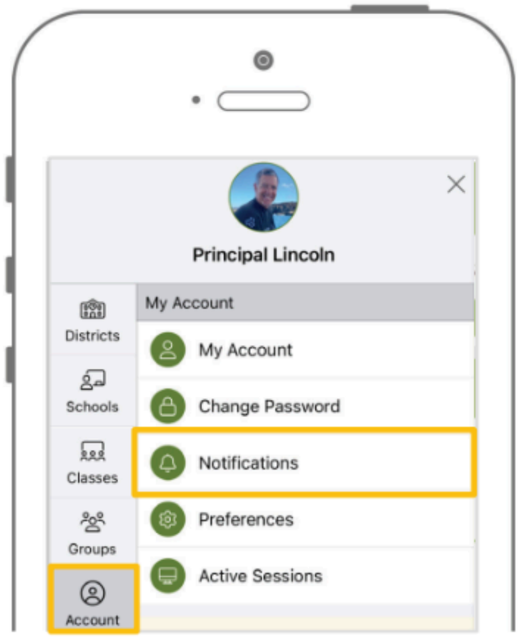
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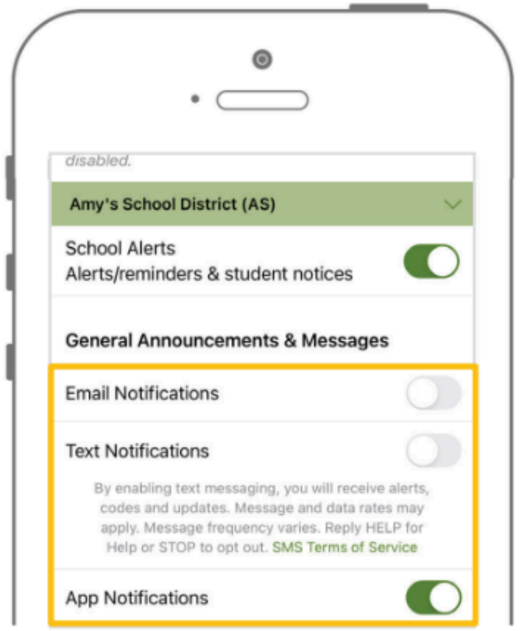
How To...

Manage Parent Square Notifications

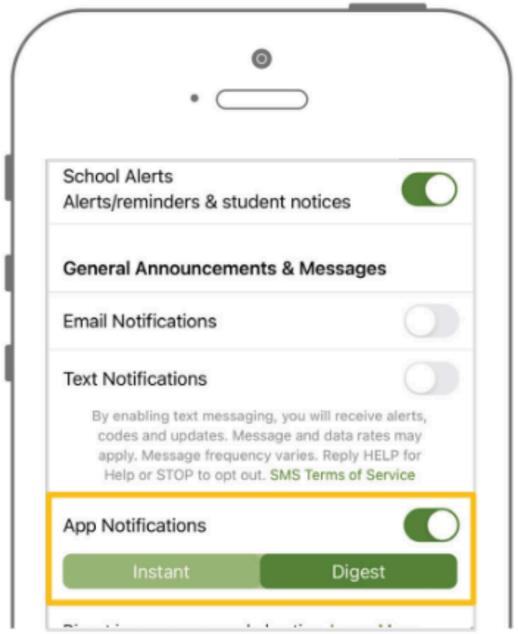
1. From home, tap the ☰ icon in the top left. Tap “Account” and then “Notifications.”



2. Toggle on or off Email/Text/App Notifications.



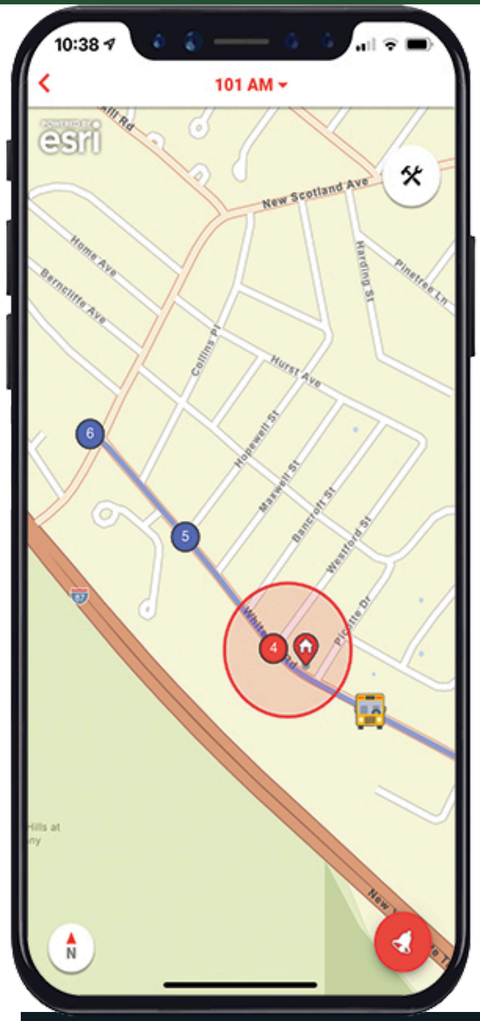
3. Select “Instant” or “Digest” for each mode.





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Manage Stop Finder



Information can be found here on the Transportation website (1:42 min)



Helpful links also found on Transportation website:

1. Sharing Access to Stop Finder
2. Setting Up Geo Alerts
3. Managing Shared Subscriptions

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Manage a planned absence



1. Complete Form

- Students who are going on a family vacation should pick up the "Planned Absence Form" in the main office at least five (5) school days' ahead of the notice of the absence.
- The form must be signed by the parent/ guardian and each teacher, with assignments given.
- The form must be returned to the main office *before* leaving on vacation.

2. Make-Up Work

- Students will assume the responsibility of meeting with each teacher to make up all missed class work.
- All homework assignments issued during a planned absence shall be turned in on the first day the student returns from absence.
- All tests or quizzes missed during a planned absence shall be made up during the first week after a child returns from a planned absence.

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How To...

Return from an absence

Your student's team of teachers may have more specific details.



1. Check online resources

- Log in to Google Classroom, Parent Square, and/or team homework website
- Look for any assignments, class announcements, or resources posted by your teachers.

2. Communicate with all teachers

- Email or speak with your teacher in person.
- Ask what was missed while you were out and collect any information, worksheets or notes needed.

3. Complete missed assignments

- Work on any missed assignments from home and try to complete them.
- If there's a quiz/test you missed, ask the teacher when you can make it up.

4. Return work to teacher

- Once you've completed the work, make sure to return it to the teacher or submit it online, if needed.

Per the DIS Student Handbook, students have one day for each day of excused absence to make up any incomplete work.

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Help your student stay organized



1. PowerSchool Checklist

- Use for a weekly check-in to view and monitor:
  - current grades
  - missing assignments
  - incomplete assignments
  - teacher comments on certain assignments

2. Organizational Checklist

- Provides daily, weekly, and monthly tasks to help keep organized

3. Weekly Planning Guide

- Designate time in the week for meals, adequate sleep, chores, social and extracurricular activities.
- Plan and label homework and study times.

4. Supplies

- Keep supplies labeled, organized, and ready to use.
- Put items back in the right place to avoid losing them- A place for everything, everything in its place!

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Dover Intermediate School

26-27 SY DIS Information

Dover Intermediate School
2240 Dover Center Road
Westlake, Ohio 44145



Mr. Nicholas Miller
Principal

Mr. Dameon Headings
Assistant Principal

Ms. Kerry Brickman
5th Grade School Counselor

Mr. Mark Campo
6th Grade School Counselor

440.835.5494
Main Office

440.250.1060
Fax

440.250.1100
24-Hour Attendance Line

440-835-6313
Transportation

SCHOOL HOURS:
7:45 A.M. - 2:35 P.M.

wlake.org

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