PowerSchool CCESC Staff – Read Only Access

Purpose

Provide service providers with the minimum PowerSchool SIS access necessary to:

- ☐ Search for authorized students
- ☐ View student contact/guardian information
- ☐ View current student schedules
- ☐ View grades
- ☐ View basic student demographic information

Service providers should **not be permitted to enter, modify, delete, import, or export student information.**

1. Create a Dedicated Security Group

Suggested name:

CCESC Staff – Read Only

Configure:

- ☐ Default Access Level: **No Access**
- ☐ Can Modify Schedules: **No, not at all**
- ☐ PowerScheduler Access: **Off**
- ☐ Language Translator/Customizer: **Off**
- ☐ Health access: **No Access**
- ☐ Fitness access: **No Access**
- ☐ Log/Incident access: **None**, unless specifically required (counselors)

2. Grant Only Required Student Pages

Override the group's default **No Access** setting with **Read Only** access for the pages required by service providers.

Recommended pages/functions:

- ☐ Student Search / Student Selection
- ☐ Quick Lookup
- ☐ Current Schedule
- ☐ Attendance
- ☐ Historical Grades
- ☐ Standard Grades

- ☐ Special Education/Program
- ☐ Demographics / Student Information
- ☐ Contacts / Guardians

All other student pages should remain **No Access** unless there is a documented business need.

3. Specifically Block High-Risk Functions

Verify that service providers cannot access:

- ☐ Modify Schedule
- ☐ Course Requests
- ☐ Enrollment / Transfer functions
- ☐ Grade entry
- ☐ Discipline / Incident Management
- ☐ Log Entries
- ☐ Health / Immunizations
- ☐ Special Programs information not required for their role
- ☐ Data Import Manager
- ☐ Data Export Manager
- ☐ Direct Database Access / Direct Database Export
- ☐ System Setup
- ☐ District Setup
- ☐ Security administration
- ☐ Staff security information
- ☐ PowerScheduler
- ☐ Administrative reports containing information outside their authorized scope

4. Create a User Access Role

Suggested role:

CCESC Staff – Student Read Only

Associate the role with the:

CCESC Staff – Read Only security group.

Use the role to assign the appropriate PowerSchool access within each school the provider serves.

5. Assign Providers Only to Appropriate Schools

For each service provider:

- ☐ Enable appropriate PowerSchool Admin access
- ☐ Assign the Service Provider role
- ☐ Assign only the school(s) where the provider works
- ☐ Do not provide district-wide access
- ☐ Review any other PowerSchool roles already assigned to the employee

Important: If another role/security group grants greater permissions, the provider may receive those higher permissions. Do not assume the restrictive CCESC Staff role will override more permissive access.

Desired End State

Role: CCESC Staff – Student Read Only
Default: No Access
Student access: Read Only
Required information: Schedule, Grades, Contacts, Attendance, Basic Demographics
Data modification: None
School scope: Assigned schools only
Student scope: Assigned/caseload students where technically feasible