JEFCOED
JEFFERSON COUNTY BOARD OF EDUCATION

Parent/Guardian Guide to PowerSchool Parent Portal

WHAT IS THE POWERSCHOOL PARENT PORTAL?
The PowerSchool Parent Portal is the online application that connects parents & guardians to their students' education. A PowerSchool Parent Portal account gives you access to your student(s):

- ✎ Grades and Attendance
- ✎ Grade History
- ✎ Report Cards
- ✎ Attendance History
- ✎ Teacher Comments
- ✎ Schedule
- ✎ School Contact Information
- ✎ Up-to date attendance notifications by text or email

Following account creation on a PC or laptop, you can access the PowerSchool Parent Portal via the free mobile app available on both iOS (iPhone or iPad) or Android devices. On iOS devices, the PowerSchool app can be downloaded via the App Store and on Android devices, the PowerSchool app can be downloaded via the Google Play Store.

CREATING A PARENT PORTAL ACCOUNT
You will create 1 (one) account to access the information for all students you currently have enrolled in Jefferson County Schools. You are required to:

- Have an email address
- Obtain an access ID and password for each student you have enrolled in Jefferson County Schools.
- Complete the registration on a PC or laptop. Initial registration cannot be completed on a mobile or tablet device.
- Your child(ren)'s school's administration can assist you with any of the above-referenced items.

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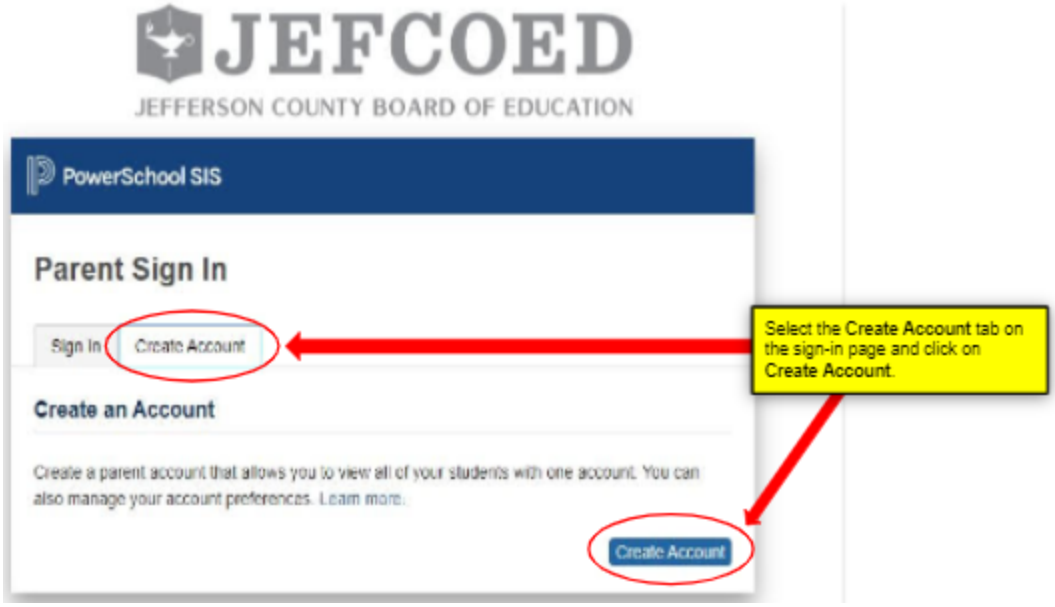
ACCESSING THE POWERSCHOOL PARENT PORTAL

1. Go to https://jeffersonco.powerschool.com/public

2. Click on **Create Account**.



3. Enter the following information to create your account:

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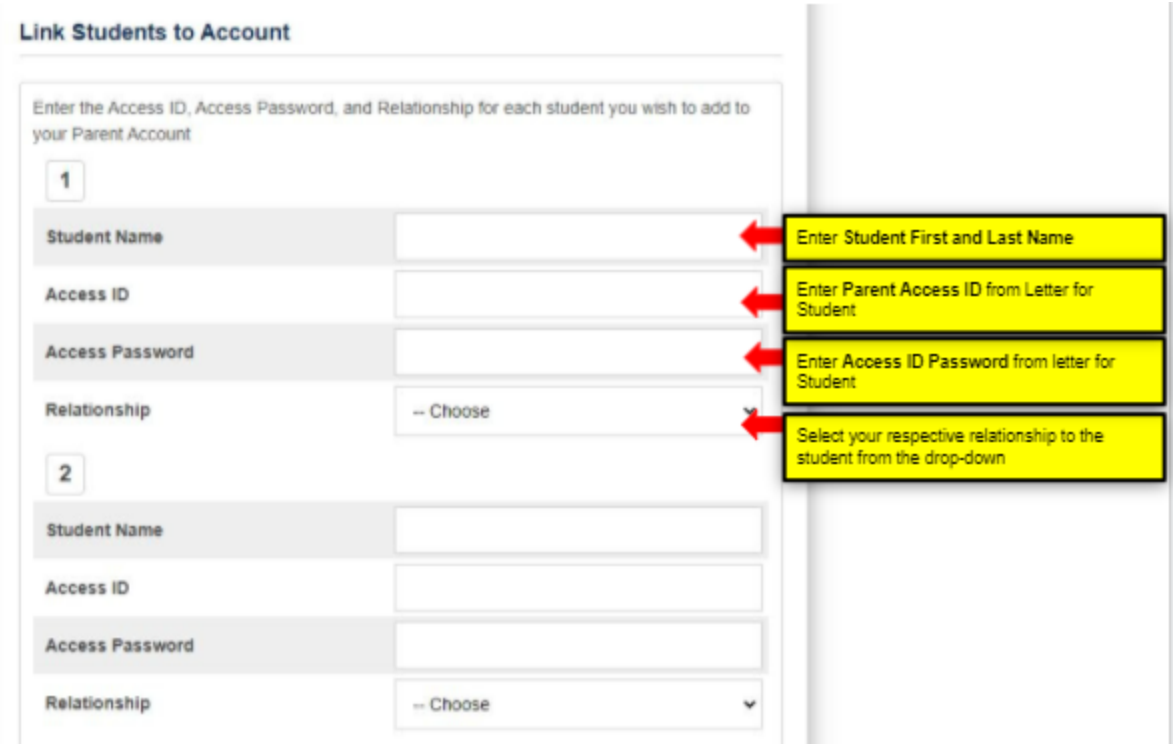
4. Enter the information below to link students to your account. You will need the access ID and password provided by the school.



5. You can repeat Step 4 to link up to seven (7) students to a Parent/Guardian account with the required fields of information for each student.

6. Click **Enter** at the bottom of the page to complete setting up your account.

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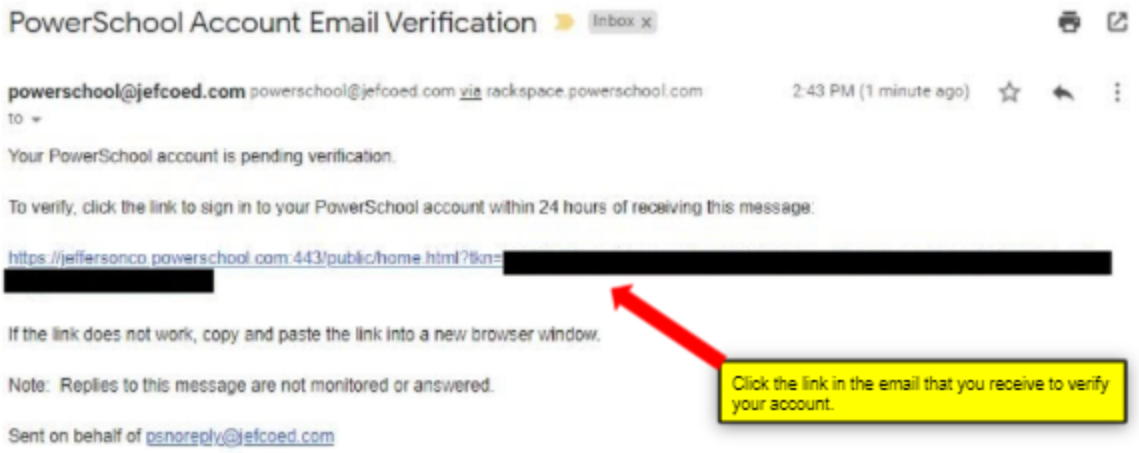
7. When you have successfully created your account, you will receive a **Congratulations!** message in a green box on the Parent Sign In page.

   📣 It is important that you keep your Username and Password confidential so only you can access the information.

8. Go to your parent email account which you provided in Step 3.

9. Verify your account by clicking on the link in the email you receive from **powerschool@jefcoed.com** with the subject line *PowerSchool Account Email Verification.*



Note: Check your Spam/Junk folder if you do not see the email in your inbox.

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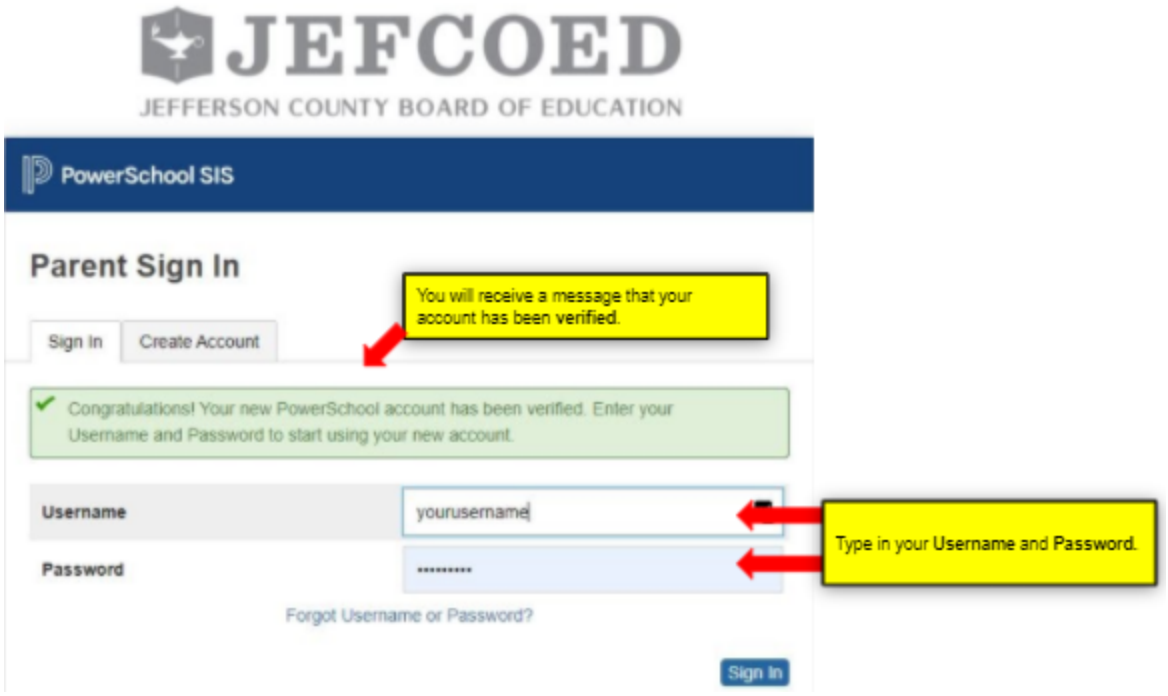
10. The link in the email will take you to the Parent Sign In. Enter the parent username and password that you entered in Step 3.



You are now successfully signed up for access to the JEFCOED PowerSchool Parent Portal!
If you have issues logging into your account, please contact your local school.

USING THE POWERSCHOOL PARENT PORTAL

- Log in to the JEFCOED PowerSchool Parent Portal by navigating to the following link: https://jeffersonco.powerschool.com/public

- The following Navigation Bar appears at the top of every page in the PowerSchool Parent Portal:

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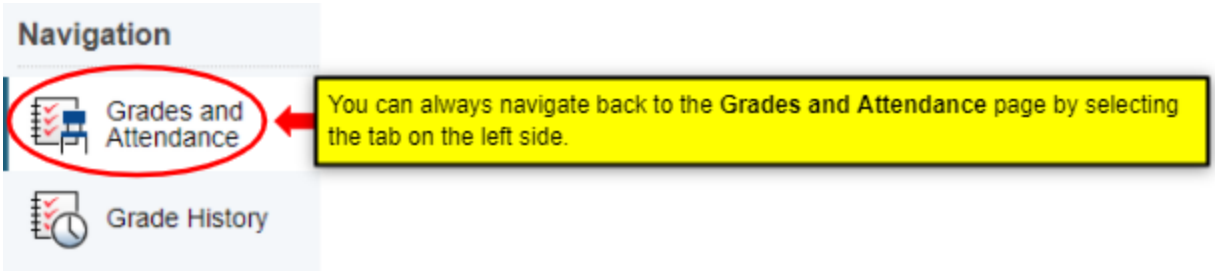
- The PowerSchool Parent Portal automatically opens to the Grades and Attendance page which displays your student's classes, attendance, teachers, and grades, which are pulled from each respective teacher's grade book.



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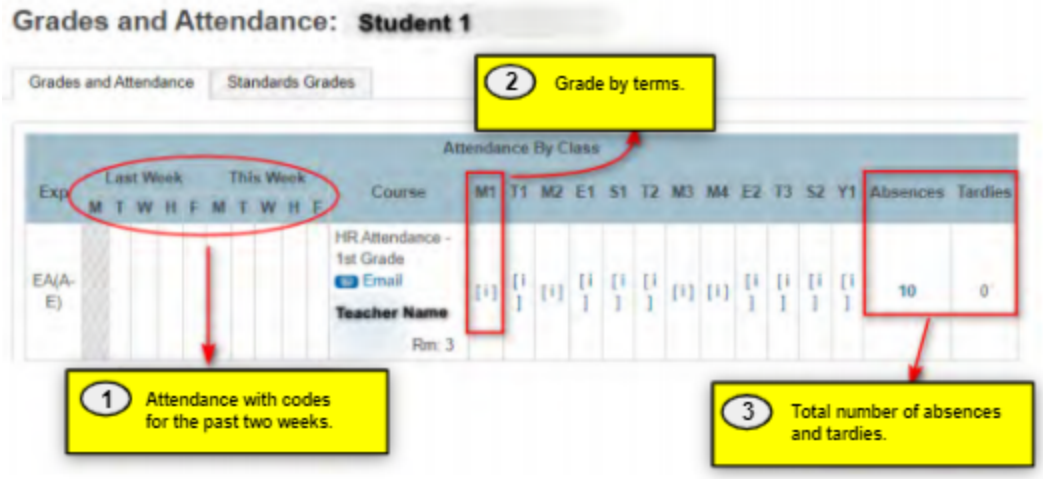
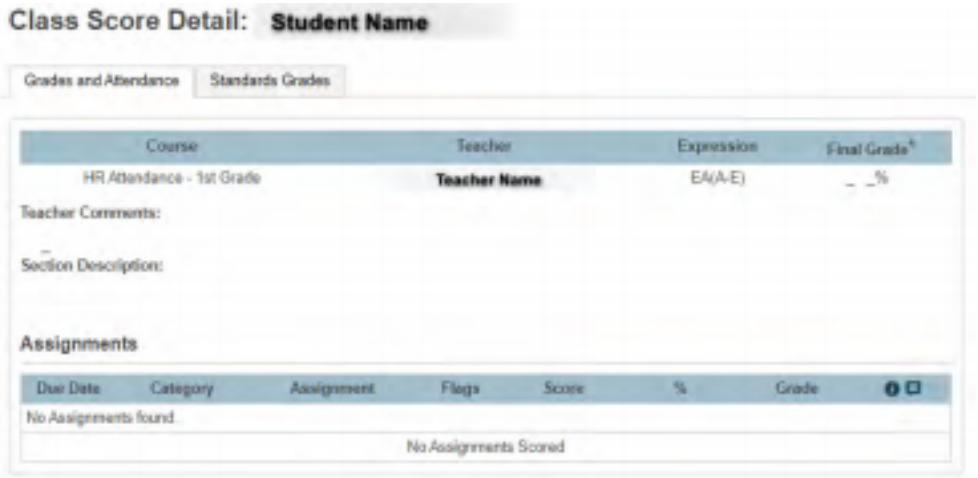
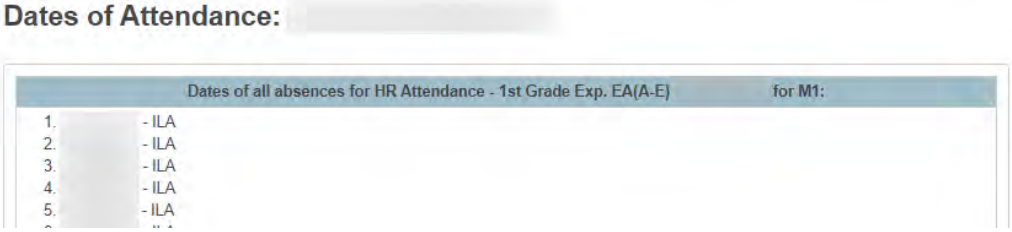


1 **Attendance**	• Provides a snapshot of the **last 2 (two) weeks** of the student's attendance. • A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.
2 **Course Grades (by term)**	• When grades become available for each specified term, you are able to click on the class grade to see class assignments (if posted by the course teacher) for the current academic year. 
3 **Absence/ Tardies Total**	To view the list of attendance dates for absences and tardies, click on the number for either column. You will be directed to the Dates of Attendance page. 

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- You will also have real-time access to the following items for your student(s) on the left-side:

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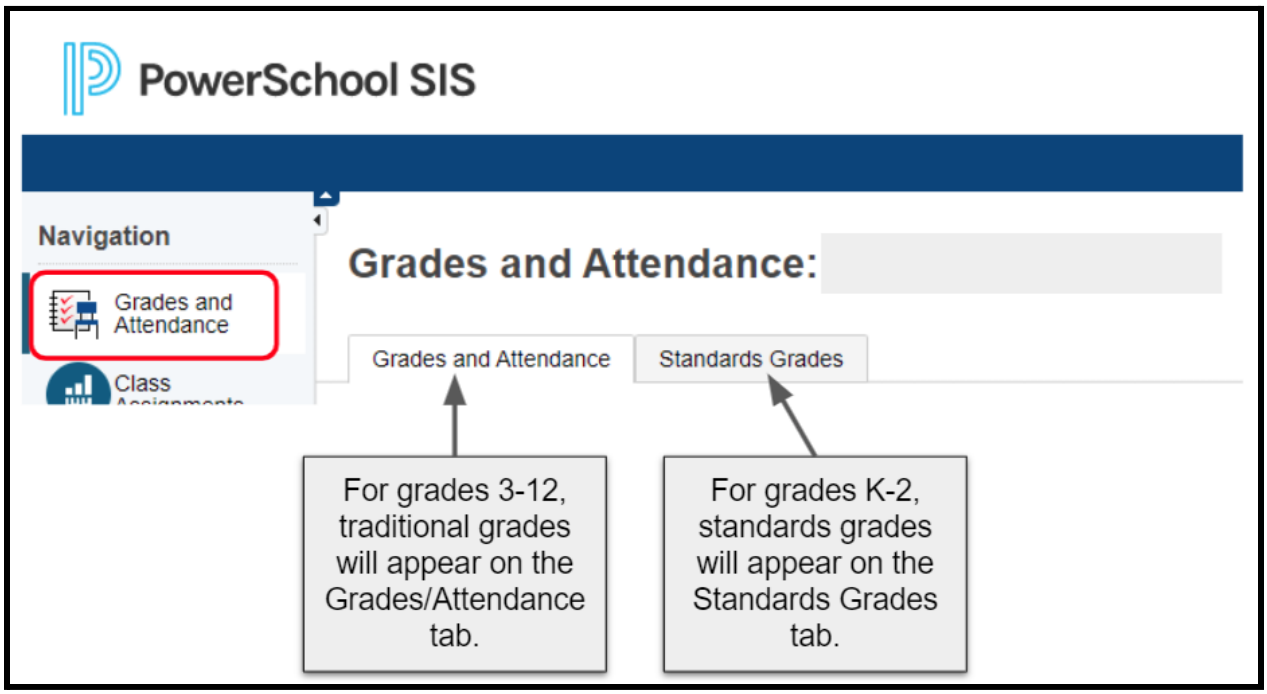

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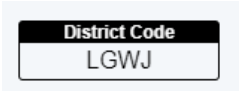
FREQUENTLY ASKED QUESTIONS

Can I access PowerSchool Parent Portal from my smartphone?
Yes, the PowerSchool Parent Portal is accessible from any device with Internet access, including your smartphone (Android or iPhone). Visit your smartphone's app store to locate the PowerSchool mobile app.

In order to access the Jefferson County Schools site via the mobile app, you will need to enter the Jefferson County Schools district code as follows:



How do I get the access code and password for my child(ren)?

Your school will provide a printed letter to you with your student's access code and password.

Do I have to have different accounts for each child?

No. All students can be linked to the same account. If you have more than one child, we provide you a code per child. At initial setup, please enter the access ID and password for each of your students. If you have a student new to the district, they can be added to your existing account under Account Preferences.

What do I do if I forgot my parent account password?

At the login screen, click the **Forgot Username** or **Password** link at the bottom of the window. When prompted, enter your e-mail address to receive a link to your email inbox to set a new password.

How do I access my PowerSchool account and login?

Go to: https://jeffersonco.powerschool.com/public

I am experiencing difficulty with the PowerSchool Parent Portal loading in my web browser. What can I do?

You may need to clear the cache within your browser. See these instructions for assistance.