









## 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

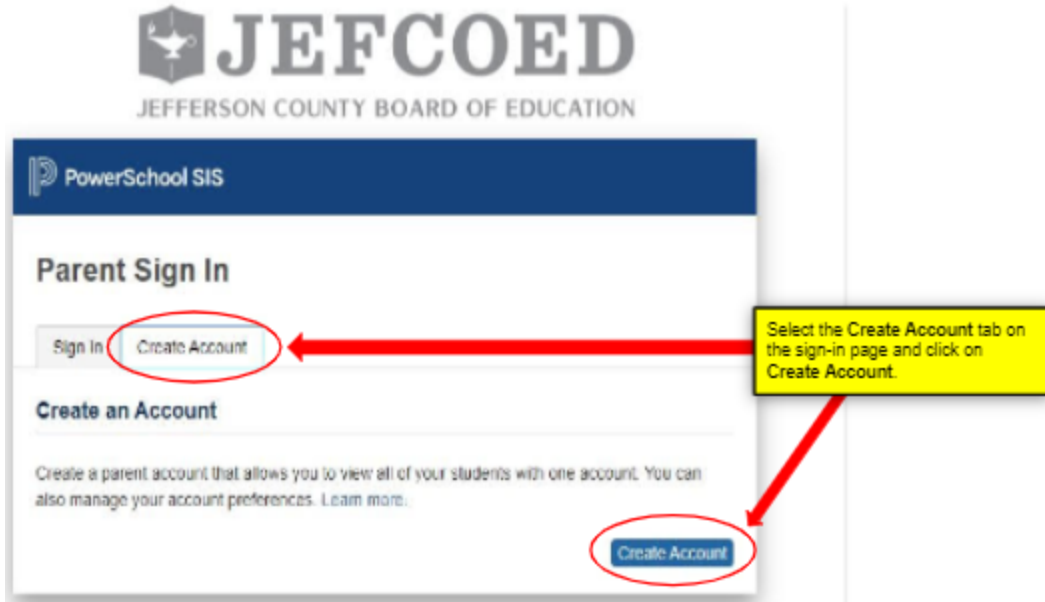
You will create 1 (one) account to access the information for all students you currently have enrolled in Jefferson County Schools. You are required to:

- 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:



The screenshot shows the PowerSchool SIS Create Parent Account form. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the page title is "Create Parent Account". Underneath, there is a section titled "Parent Account Details" with several input fields:

- First Name
- Last Name
- Email
- Re-enter Email
- Desired Username
- Password
- Re-enter Password

Each field has a corresponding yellow callout box with a red arrow pointing to it. The callout boxes contain the following text:

- Type in First Name
- Type in Last Name
- Type in and re-enter Email Address
- Type in Desired Username
- Type in and re-enter Password

At the bottom of the form, there are five password requirements:

- Password must: -Be at least 8 characters long
- Contain at least one uppercase and one lowercase letter
- Contain at least one letter and one number
- Contain at least one special character

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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.

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account


1				
Student Name	<input type="text"/>	→	Enter Student First and Last Name	
Access ID	<input type="text"/>	→	Enter Parent Access ID from Letter for Student	
Access Password	<input type="text"/>	→	Enter Access ID Password from letter for Student	
Relationship	-- Choose	→	Select your respective relationship to the student from the drop-down	
2				
Student Name	<input type="text"/>			
Access ID	<input type="text"/>			
Access Password	<input type="text"/>			
Relationship	-- Choose			

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.



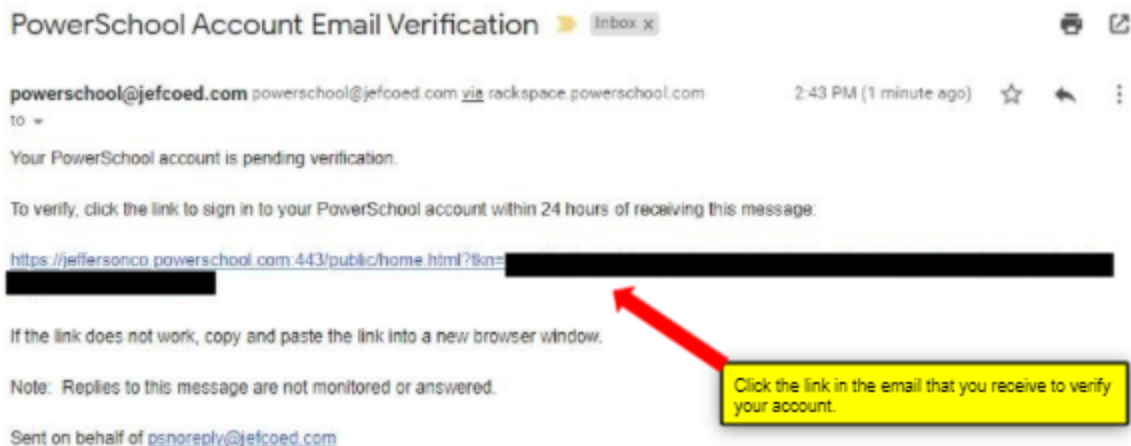
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- When you have successfully created your account, you will receive a **Congratulations!** message in a green box on the Parent Sign In page.

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



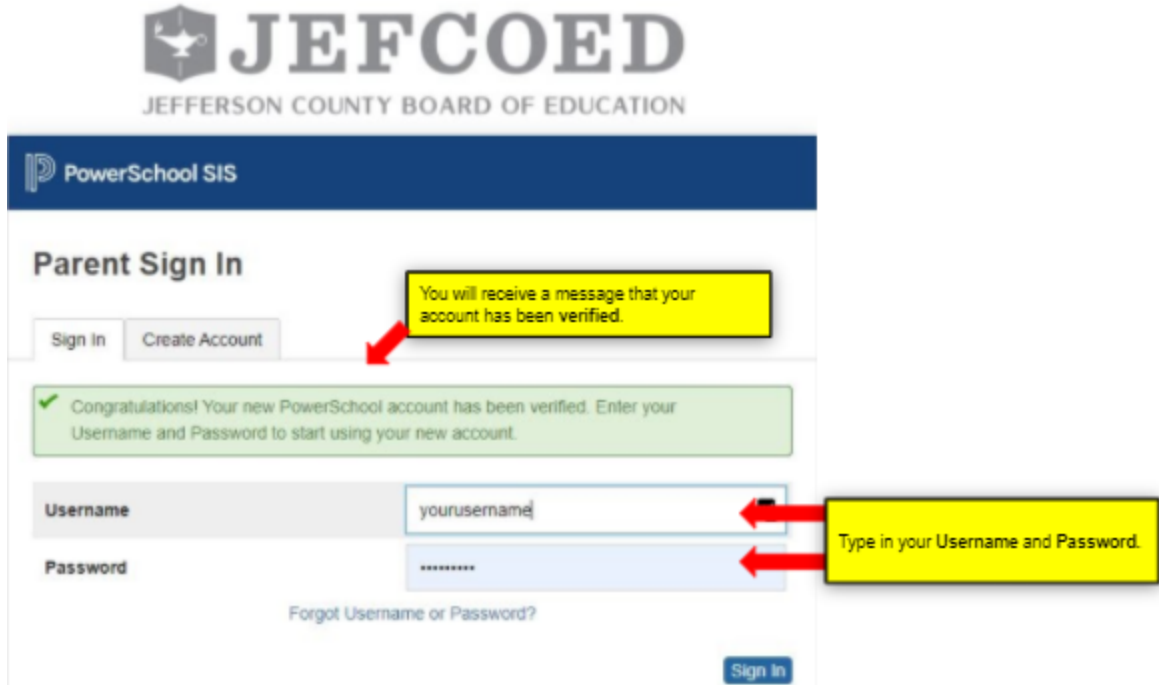
- Go to your parent email account which you provided in Step 3.
- Verify your account by clicking on the link in the email you receive from **powerschool@jefcoed.com** with the subject line *PowerSchool Account Email Verification*.



**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.



The screenshot shows the 'Parent Sign In' page on the PowerSchool SIS portal. At the top, there is a blue header with the 'PowerSchool SIS' logo. Below it, the 'Parent Sign In' title is displayed. There are two buttons: 'Sign In' and 'Create Account'. A yellow callout box with a red arrow points to the 'Sign In' button, containing the text: 'You will receive a message that your account has been verified.' Below this is a green confirmation message: 'Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account.' The login form consists of two input fields: 'Username' (containing 'yourusername') and 'Password' (containing '\*\*\*\*\*'). A yellow callout box with two red arrows points to these fields, containing the text: 'Type in your Username and Password.' Below the password field is a link for 'Forgot Username or Password?'. At the bottom right of the form is a blue 'Sign In' button.

*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

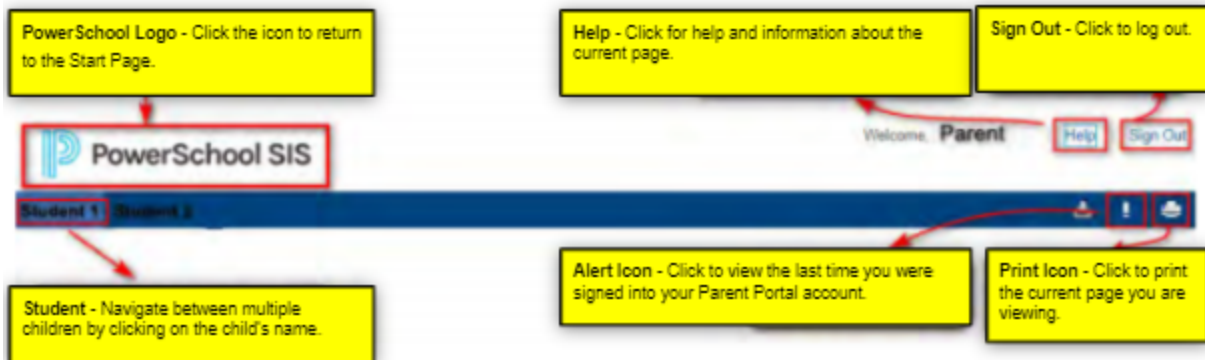
- Log in to the JEFCOED PowerSchool Parent Portal by navigating to the following link:  
<https://jeffersonco.powerschool.com/public>



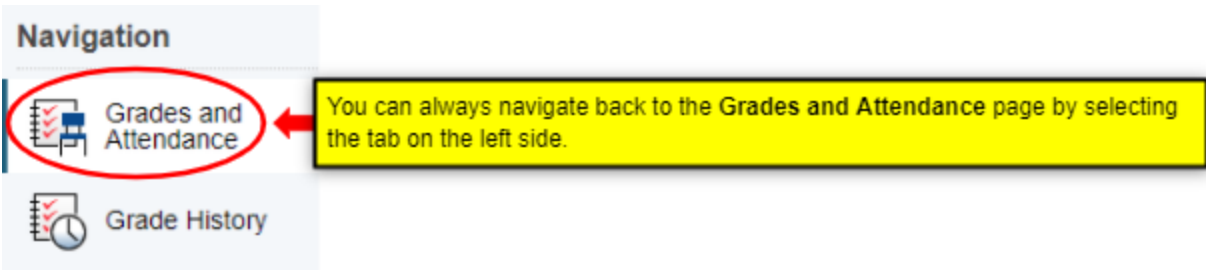
This screenshot shows the 'Parent Sign In' page with annotations. The layout is similar to the previous screenshot. A yellow callout box with two red arrows points to the 'Username' and 'Password' input fields, containing the text: 'Type in your parent Username and Password that you entered when creating the account.' Another yellow callout box with a red arrow points to the blue 'Sign In' button, containing the text: 'Click Sign In.' Below the parent sign-in section is a 'Student Sign In' section with a message: 'Students - Click the button to sign in. You will be redirected to the Student sign in page.' and a blue 'Student Sign In' button.

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

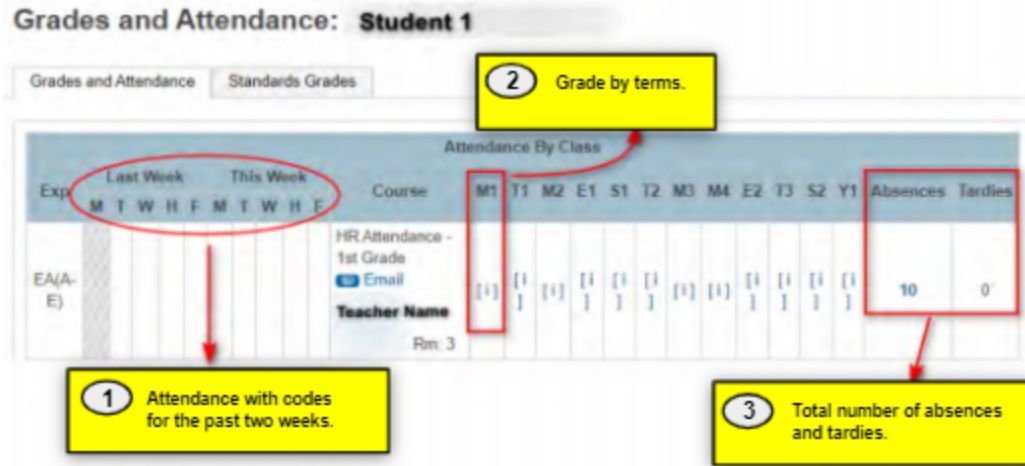
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- The PowerSchool Parent Portal automatically opens to the Grades and Attendance page which displays your student's classes, attendance, teachers, and grades, which are pulled from each respective teacher's grade book.
















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<p align="center">①</p> <p align="center"><b>Attendance</b></p>	<ul style="list-style-type: none"> <li>Provides a snapshot of the <b>last 2 (two) weeks</b> of the student's attendance.</li> <li>A legend is located at the bottom of the quick lookup screen with more information regarding attendance codes.</li> </ul>																						
<p align="center">②</p> <p align="center"><b>Course Grades (by term)</b></p>	<ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Class Score Detail: Student Name</b></p> <p>Grades and Attendance Standards Grades</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Teacher</th> <th>Expression</th> <th>Final Grade<sup>†</sup></th> </tr> </thead> <tbody> <tr> <td>HR Attendance - 1st Grade</td> <td><b>Teacher Name</b></td> <td>EA(A-E)</td> <td>-- %</td> </tr> </tbody> </table> <p>Teacher Comments: _</p> <p>Section Description: _</p> <p><b>Assignments</b></p> <table border="1"> <thead> <tr> <th>Due Date</th> <th>Category</th> <th>Assignment</th> <th>Flags</th> <th>Score</th> <th>%</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td colspan="7">No Assignments found.</td> </tr> </tbody> </table> <p align="center">No Assignments Scored</p>	Course	Teacher	Expression	Final Grade <sup>†</sup>	HR Attendance - 1st Grade	<b>Teacher Name</b>	EA(A-E)	-- %	Due Date	Category	Assignment	Flags	Score	%	Grade	No Assignments found.						
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<p align="center">③</p> <p align="center"><b>Absence/ Tardies Total</b></p>	<p>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.</p> <p><b>Dates of Attendance:</b> _____</p> <table border="1"> <thead> <tr> <th colspan="2">Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E) for M1:</th> </tr> </thead> <tbody> <tr><td>1.</td><td>- ILA</td></tr> <tr><td>2.</td><td>- ILA</td></tr> <tr><td>3.</td><td>- ILA</td></tr> <tr><td>4.</td><td>- ILA</td></tr> <tr><td>5.</td><td>- ILA</td></tr> <tr><td>...</td><td>...</td></tr> </tbody> </table>	Dates of all absences for HR Attendance - 1st Grade Exp. EA(A-E) for M1:		1.	- ILA	2.	- ILA	3.	- ILA	4.	- ILA	5.	- ILA	...	...								
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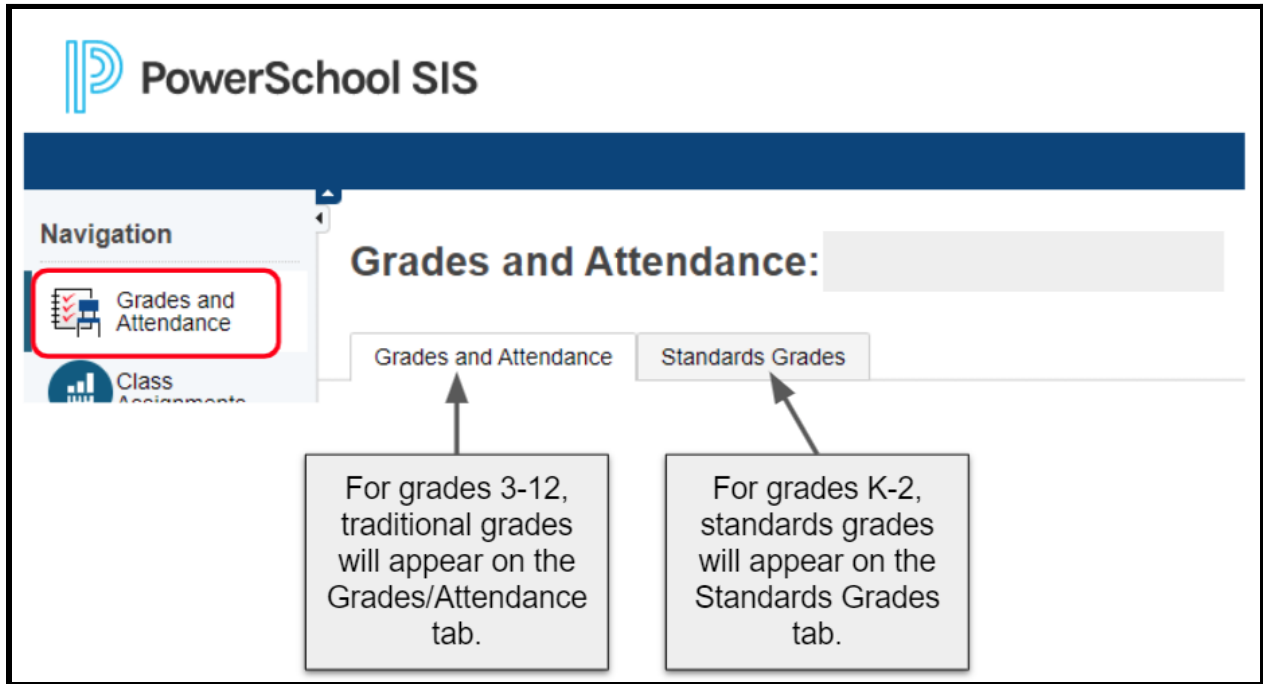
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- You will also have real-time access to the following items for your student(s) on the left-side:

Navigation	
 Grades and Attendance	The Grades and Attendance page is the default quick lookup page, which displays student's classes, attendance, teachers, and grades, which are pulled from each respective teacher's grade book.
 Grade History	The Grades History page displays term grades for the selected student.
 Locker Information	The Locker Information page displays information about a student's assigned locker (if applicable to your student's grade level/school).
 Standards Based Report Card	The Standards Based Report Cards page displays a standards based report card for Grades K-2 students.
 Course Based Report Card	The Course Based Report Card page displays a course based report card for Grades 3-12 students.
 Student Transcript	The Student Transcript page displays a student's transcript for review.
 Attendance History	The Attendance History page displays information about a student's attendance record for the current term.
 Email Notification	The Email Notifications page provides you with the ability to manage your parent account email preferences such as what you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to, applied to a single student or all students associated with your parent account.
 Teacher Comments	The Teacher Comments page displays any comment that a teacher has entered regarding a student, such as a student's achievement or behavior.
 School Bulletin	The School Bulletin page will display the school's current school bulletin including important announcements.
 Class Registration	The Class Registration page will display information about course registration and course requests during the class registration process.
 My Schedule	The My Schedule page will display the selected student's schedule, which can be viewed in two ways: (1) Week View schedule and (2) Matrix View schedule.
 School Information	The School Information page displays the physical address and contact information for the selected student's school.
 Account Preferences	The Account Preferences page provides you with the ability to manage your parent account information, including your name, user name, password, and email address. In addition, you can add any and all students for whom you have legal and parental rights to your account in order to view their information by way of your account.



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The screenshot displays the PowerSchool SIS interface. At the top left is the PowerSchool SIS logo. Below it is a dark blue navigation bar. On the left side, there is a 'Navigation' menu with two items: 'Grades and Attendance' (highlighted with a red box) and 'Class Assignments'. The main content area is titled 'Grades and Attendance:'. Below this title are two tabs: 'Grades and Attendance' and 'Standards Grades'. Two callout boxes with arrows point to these tabs. The first callout box, pointing to the 'Grades and Attendance' tab, contains the text: 'For grades 3-12, traditional grades will appear on the Grades/Attendance tab.' The second callout box, pointing to the 'Standards Grades' tab, contains the text: 'For grades K-2, standards grades will appear on the Standards Grades tab.'

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### FREQUENTLY ASKED QUESTIONS

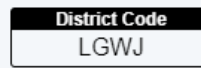
#### Can I access PowerSchool Parent Portal from my smartphone?

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.