



# Rich Township High School District 227

## How to Use PowerSchool - Parent /Guardian and Student Access

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### Getting Started

The Login page allows authorized users to access the web pages containing their student's information. The username and password must be entered exactly as provided to you. Each username and password is unique to each student. If you have more than one child, you will have different logins for each child.

#### Login:

Students and parents/guardians may access the system by going to their student's home campus web site and clicking on the PowerSchool Login.

<http://www.richcentral.org>

<http://www.richeast.org>

<http://www.richsouth.org>

**Students & Parents** - Your username is typically the same as your Student ID# and your password will be 6 or more **random letters**.

Student and Primary Parent Guardian Example;

**Username:** 311144 **Password:** WJDRET

To protect your student's information and the Rich Township High School District, it is our policy that no usernames or passwords are given over the phone or through email. If you need your username and password to access PowerSchool you must visit your child's school in person to request them. For security purposes you must bring a Driver's License or State ID card with a photo to validate your information.

## PowerSchool

<b>User name</b>
<input type="text"/>
<b>Password</b>
<input type="password"/>

Enter

**Note: When logged in to PowerSchool, any text that is blue is a hyperlink to more information.**



**1** **Grades and Attendance:** This is the first page that is displayed after logging on to PowerSchool. On the left, a record of attendance for the past two weeks is displayed. Course and teacher name are listed in the Course column. Note that the teacher's name is in blue text. Blue text indicates a hyperlink and in this case, clicking on the teacher's name, links you to their E-Mail address. Your web browser must be configured for sending E-Mail. To the right of the course list is the current grades and number of absences and tardies for each course.

**2** **Grades History:** Clicking here displays historical grades for the current school year only. These are grades that appeared on the student's report card. Note that the percentage is in blue which in this case takes you to the Class Score Detail page containing the name of the teacher that assigned the grade and the period the student was enrolled in the course.

**3** **Attendance History:** Displays a grid with the student's attendance record for each day of the current marking period.

**4** **Email Notification (Parent/Guardian Screen):** Use this screen to request that PowerSchool E-Mail selected information regarding grades, attendance or assignments on a regular basis. Parents or guardians provide their E-Mail address and choose any of the following items that they would like to receive via E-Mail.

- o Summary of current grades and attendance
- o Detailed reports showing all assignment scores for each class
- o Detailed report of attendance
- o School announcements
- o Balance Alert (Note: NOT IS USE AT THIS TIME.)

*Parents, even if you do not want Email notifications of grades and attendance, please fill in or update your Email address.*

Clicking the submit button at the bottom of this screen completes the process.

**5** **Teacher Comments:** Teachers have the ability to post comments for each student. Note that the teacher's name is in blue text. Blue text indicates a hyperlink and in this case, clicking on the teacher's name, links you to their E-Mail address. Your web browser must be configured for sending E-Mail.

**6** **School Bulletin:** The school office posts important announcements in this area. The current day's bulletin is displayed. However, previous daily bulletins and future daily bulletins may be displayed by click on the appropriate date at the bottom of the screen.

**7** **Class Registration:** This screen is only activated during open course enrollment for the next school year. Students may only use this screen under the direct instruction of the guidance office staff.

**8 Balance:** This feature is not in use at this time.

**9 My Calendars:** This feature is not in use at this time.

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**ADDITIONAL NOTES:**

- Click on the **PowerSchool** Logo to return to the main screen.
- Each teacher has their own grading policy for weighting assignments and categories.
- Contact your child's teacher with questions about grades and attendance.
- As a security measure, PowerSchool will automatically log you out after 10 minutes of inactivity.