

**Introduction:** The PowerSchool Parent Portal offers parents the opportunity to access real-time student information, such as grades, attendance and class information. An Internet connection is the only requirement to use this tool. All student information is delivered securely and can only be viewed by using the username and password information provided by your child's school.

The Power Parent portal may be accessed by entering the unique Username and Password described below for each of your children in our schools.

### Accessing the Parent Portal:

1. Launch your internet browser (ie: Internet Explorer, Firefox, Safari).
2. A link to the **PowerSchool Parent Portal** can be found on the Lakeview Public Schools web page, [www.lakeview.misd.net](http://www.lakeview.misd.net) or you can go directly to [www.lakeview.misd.net/public](http://www.lakeview.misd.net/public).
3. At the Parent Login Screen enter the unique login Username and Password that was provided to you by your child's school and click **ENTER**.

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Username

myusernamehere

Password

●●●●●●●●●●●●

[Forgot your member name or password?](#)

Enter

4. Do not forget to **Log Off** when you have finished.
5. **Keep your user name and password in a safe place.**  
Your password protects your information. Do not share it with anyone.
6. Please be aware that grades will not be available / viewable until the teacher has recorded them electronically. **Please be patient with this process.... teachers are expected to post grades in a timely fashion but it is not realistic to expect teachers to enter grades on the same day the assignment is due/test is taken.**

## TIP:

Blue words and numbers (grades, comments, assignments) are hyperlinks to more detailed information. If it is [blue](#), it is "clickable" and provides additional information.

## Parent Menu:

Upon logging in to Parent Portal, you will see the following menu bar at the top of the screen.



From this menu, parents have access to:

- Grades
- Attendance
- Set up for Email Notifications
- School Announcements (Bulletins)

The default screen that appears is the Grades & Attendance screen which displays the current term's grade and attendance data.

If you have questions regarding attendance information, please contact the building's attendance office.



## Grades and Attendance Screen

This screen shows current grades and attendance in each class for your student. The attendance view is for the past two weeks.

Grades and Attendance																			
<a href="#">View Standards Grades</a>																			
Attendance By Class																			
Exp	Last Week					This Week					Course	Q1	Q2	S1	Q3	Q4	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1(A)	.	.	.	.	.	.	.	.	.	Speech Lura, Colleen R	B+ 88	A- 94	A- 91	A- 90	B+ 87	B+ 88	3	1	
2(A)	.	.	.	.	.	.	.	.	.	Open Media Accatino, Steve	A 100	D+ 67	B 83	--	--	--	3	0	
3(A)	.	.	.	.	.	.	.	.	.	Phys Ed 12 Maxedon, Kerry	A 98	A 98	A 98	--	--	--	2	0	
4(A-B)										Consumer Math Adams, Mark B	B- 80	F 53	D 64	--	--	--	5	1	
1(B)	.	.	.	.	.	.	.	.	.	Current Affairs Manston, Greg T	A- 93	B+ 89	A- 91	A- 90	A- 91	A- 91	3	1	
2(B)	.	.	.	.	.	.	.	.	.	Chamber Singers Berndt, Gordie E	A 100	A 100	A 100	--	--	--	3	0	
3(B)	.	.	.	.	.	.	.	.	.	Journalism Hastings, Jacquelyn V	F 44	F 59	F 51	F 12	F 45	F 30	5	0	
<b>Attendance Totals</b>																	<b>24</b>	<b>3</b>	
Current Simple GPA (S1): 2.7223																			
<a href="#">Show dropped classes also</a>																			
Legend																			
Attendance Codes: Blank=Present   NS=No Show   A=Absent   T=Tardy   P=Parent Excused   U=Unexcused   S=School Excused   I=In School Suspension   O=Out of School Suspension   X=Truant   V=Vacation   F=Field Trip																			
Citizenship Codes: H=Honorable   S=Satisfactory   N=Needs to improve   U=Unsatisfactory																			

## NOTE:

Attendance and grades for **high school off-campus classes** are not updated or entered in PowerSchool until the end of the semester. If you want information regarding your son or daughter's performance in these classes please contact the teachers of those programs directly.

Click on a teacher's name to email the teacher directly, provided your computer and email account are set up properly. Clicking on the teacher's name should place you in your e-mail system. If you hover over a teachers' name with your mouse, their email address will be displayed at the lower left corner of the browser window.

## Class Scores Detail Screen:

Click on a grade or percentage link (on the Grades and Attendance screen) to see all of the assignments for the selected grading period along with the scores for each of the assignments (example below)

Class Score Detail						
Course	Teacher	Expression	Final Grade <sup>1</sup>			
Chemistry	Kemner, Connie	1(A)	C- 70.33%			
<b>Teacher Comments:</b>						
<b>Section Description:</b> Card marking grades: DSQs/Homework 20%, Labs & Projects 20%, Quizzes 20%, Tests 40% Semester Grades: Card Markings 80%, Comprehensive Final 20%						
Due Date	Category	Assignment	Codes	Score	%	Grd
12/07/2009	HW	Student Info Sheet		4/4	100	A
12/09/2009	HW	Scientific Notation wkst		4/4	100	A
12/10/2009	HW	3.1 wkst	00	0/4	0	F
12/10/2009	HW	3.3 wkst	00	0/4	0	F

## GRADE TIPS:

If an assignment title or score is **blue** it is a link; a detailed description or additional references are available which can be viewed by clicking on the link.

## ATTENDANCE TIPS:

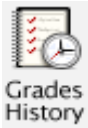
The "Attendance Totals" (on the Grades and Attendance screen) represent the **TOTAL PERIODS** absent or tardy, **NOT TOTAL DAYS** absent or tardy.

You can see your child's periods or dates of absences by clicking on the total absence links in each respective class or on the attendance totals. Sample below:

## Dates of Attendance

Dates of all absences for Journalism Exp. 3(B) (ENG1100.2) for S1:

1. Monday, June 1, 2009 - U
2. Wednesday, June 3, 2009 - U
3. Friday, June 5, 2009 - U
4. Tuesday, September 1, 2009 - A
5. Friday, October 16, 2009 - A



Grades History

**Grades History** shows grades from the previously completed card markings in the current year.

T1				
Course	Grade	%	Cit	Hrs
AP Calculus A	A	96		0.5
English 12	B	85	S	0.5
Greek Mythology	A	94		0.5
Hn Anat/Phys SL		0		0



Attendance History

**Attendance History** shows your child's attendance record for the current Card marking. On days when school is not in session, a dash will appear.

**Attendance History**

Course	Expression	6/1-6/5		6/8-6/12		6/15-6/19		6/22-6/26		6/29-7/3		7/6-7/10		7/13-7/17		7/20-7/24		7/27-7/31								
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
Speech Lura, Colleen R 115 E: 6/1/2009 L: 5/30/2010	1(A)	.	U	.	U	.	.	.	S	.	.	T	.	.	.	.	S	.	.	.	.	.	.	.	.	.
Open Media Accatino, Steve 141 E: 6/1/2009 L: 11/30/2009	2(A)	.	U	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Phys Ed 12 Maxedon, Kerry LH23 E: 6/1/2009 L: 11/30/2009	3(A)	.	A	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Consumer Math Adams, Mark B 113 E: 6/1/2009 L: 11/30/2009	4(A-B)	U	U	U	U	U			S	S																
Current Affairs Manston, Greg T 123 E: 6/1/2009 L: 5/30/2010	1(B)	U	.	U	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Chamber Singers Berndt, Gordie E 315 E: 6/1/2009 L: 11/30/2009	2(B)	U	.	U	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.
Journalism Hastings, Jacquelyn V 217 E: 6/1/2009 L: 5/28/2010	3(B)	U	.	U	.	U	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.	.

**Lakeview Public Schools attendance codes:**

- U= Unverified
- IH= In House Suspension
- DR= Doctor's Excuse
- HH= Homebound Hospital
- BB= Building Business
- SUS= Suspended
- U10= Unexcused 10
- TDY= Tardy
- CRT= Court
- FRL= Funeral
- FT= Field Trip
- VER= Verified
- YH= Youth Home

**TIP:**

It is important that parents follow up with the attendance office to explain the reason for a student's absence. The attendance office converts all reported absences to the appropriate absence code.



**Email Notifications Screen** Customize how often you would like to receive messages and update your email addresses here.

What information would you like to receive?

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

Send now?

Email Address(es)   
(separate multiple email addresses with commas)

**TIPS:**

Multiple email addresses can be entered by placing a comma (,) between each email address. (No spaces) e.g.: myemail@yahoo.com,myworkemail@workplace.net  
 When email reports are received, DO NOT reply to the email. These emails are generated by an auto notification system. Your email responses will not be routed to the school or the teacher. Please email the teacher directly with questions.  
 Be advised that teachers may not be able to update their grade books on a daily basis.



**Teacher Comments Screen** displays any comments the teacher has posted regarding the student.

Teacher Comments*			
Exp.	Course	Teacher	Comment
1(A)	Speech	Lura, Colleen R	Accepts responsibility for own actions.
2(A)	Open Media	Accatino, Steve	

If you have questions regarding any comments, contact the teacher directly – teacher contact information is on the district website.



**Daily Bulletin Screen** displays school announcements for previous, current and following day.

## **Communicating with Teachers**

PowerSchool is a tool to increase communication between parents and teachers. We are excited at the potential of this new application, but realize that with this comes a shift in the way we work and communicate. We believe that along with teachers, it is also important for parents to become educated in the process of grades and assessment. Before PowerSchool, parents received grade information only upon request or at scheduled times. With the PowerSchool Parent Portal, it will now be possible for parents to check grade information at any point in the year. With that in mind, parents need to know and understand the following:

1. Each teacher has his or her own grading system. Some teachers work on a straight points system while others weight the scores according to assignment categories (tests, quizzes, etc). Some give grades for class participation while others do not accept late work. Our teachers inform all of their students at the beginning of the course, year, or semester of their expectations and their grading system. For this reason, it is very important for parents to read the grading policy provided by each teacher.
2. Grades can change dramatically in the first few weeks of each marking period. In the beginning of each term, you may see zeros or large shifts in the class average of your child. When there are only one or two assignments in the grade book, a low or high score can make a dramatic change in the overall grade average. The grade book instantly recalculates the overall grade as every assignment is entered.
3. Teachers need time to grade projects, assignments and tests. Each day teachers are expected to have new material and lesson plans ready for class. Many teachers are also involved in extracurricular activities that take time to plan and attend. With that in mind, teachers do need time to get the assignments graded and inputted into the system. For example, a teacher will not be able to post grades for an essay assignment the next day when he/she has 25 students in their class. We have asked our teachers to try to have all grades entered into PowerSchool within a reasonable period of time. Please be patient as it does take time.
4. Teacher email links are available in PowerSchool, or on our district website. You may communicate with the teacher through email or by phone. If you choose to use email, realize that due to the nature of the job, most teachers have little time to respond to email during the school day since it is expected that teachers be engaged with students. Therefore, do not expect an immediate response to email messages. However, if you do not receive a response from the teacher within 24-48 hours, please contact the building's main office.

## **Student Grade Concerns**

Although our staff is always willing to talk with you about your son's or daughter's progress, we have found that following the steps below can often resolve your concerns:

1. Talk with your child first. Ask them what the situation is with their grades.
2. Read the grading policy of the teacher. This may answer the question of why the student has received the grade or explain how the assignments add up to the current average.
3. Check to see if there is an assignment description. In the Class Score Detail screen, if the assignment is listed in blue it will have more information about the assignment. This may help you in understanding what was involved or expected for a particular assignment.
4. Check the date of the assignment. An assignment handed in late may receive deductions from its score. Remember - early in the marking period, overall grades can fluctuate dramatically because of the lack of assignments in the grade book.
5. See if there are any missing or late assignments that could be affecting the overall grade average.
6. If none of the above helps, contact a teacher for clarification about grades by direct e-mail or phone.

