

# PowerSchool Parent Portal User Guide (King George County Schools)

---

PowerSchool  
Student Information System



## Introduction

Welcome to PowerSchool! PowerSchool helps your school access and maintain student, staff, and schedule information. PowerSchool is a database application that runs on a server, which is the center of your student information system. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents, and students.

PowerSchool Parent Portal is a tool that is integrated into the PowerSchool Student Information System (SIS) that is specifically developed for parents and students.

PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, school bulletins, and even personal messages from the teacher. Everyone stays connected: Students stay on top of assignments, parents are able to participate more fully in their student's progress, and teachers can use their gradebook to make decisions on what information they want to share with parents and students.

The URL to access the KGCS Parent Portal is:

<http://ps.kgcs.k12.va.us/public>



## Log In to PowerSchool Parent Portal

Before you can log in to PowerSchool Parent Portal, you will need the PowerSchool Parent Portal URL, your username, and your password. If you do not have this information or have questions, contact the PowerSchool administrator.

Note: Do not use someone else's password or give your password to anyone else.

## Contacting the PowerSchool Administrator

1. If you lose your password or username ID, send an email to:

[pslogin@kgcs.k12.va.us](mailto:pslogin@kgcs.k12.va.us)

2. Include the student's FIRST and LAST name in the email as well as the request for a new password

## How to Log In to PowerSchool Parent Portal

1. Open your Web browser and enter the Parent Portal URL.  
<http://ps.kgcs.k12.va.us/public>
2. The Log In page appears.
3. Enter your username in the first field.
4. Enter your password in the second field.

*Note: The characters appear as black circles to ensure greater security when you log in.*

5. Click Enter.



The image shows the PowerSchool Parent Portal login interface. At the top, the "PowerSchool" logo is displayed in blue. Below the logo is a rounded rectangular form containing two input fields. The first field is labeled "Username" and contains the text "123456". The second field is labeled "Password" and contains six black circles. Below the password field is a blue link that says "Forgot your member name or password?". At the bottom right of the form is a blue button with the word "Enter" written on it.

## PowerSchool Parent Portal Start Page

When you log in to PowerSchool Parent Portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Parent Portal session. The PowerSchool Parent Portal start page consists of the following main areas:

- Navigation bar
- Main menu
- Printer icon

### Navigation Bar

The navigation bar appears at the top of the PowerSchool Parent Portal start page, and is common to every page in the application. The navigation bar includes the following information:









Field	Description
[PowerSchool Logo]	Click to return to the start page.
[Student]	The name of the student.
[School/District]	The name of the student's school and school district.
Logout	Click to log out of PowerSchool Parent Portal.
[Main Menu]	Contains links to PowerSchool Parent Portal functions.

### Printer Icon

Several pages in PowerSchool Parent Portal display a Printer icon at the bottom of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window.

## Main Menu

The main menu consists of several icons within the navigation bar and includes links to the following features:

 <p><b>Grades and Attendance</b> Click to view student grades and attendance for the current term.</p>	 <p><b>Grades History</b> Click to view student grades for the previous term.</p>
 <p><b>Attendance History</b> Click to view attendance history for the current term.</p>	 <p><b>Email Notification</b> Click to set the e-mail notifications you can receive on a regular basis.</p>
 <p><b>Teacher Comments</b> Click to view any teacher comments.</p>	 <p><b>School Bulletin</b> Click to view the current school bulletin. <b>(Not currently in use at KGCS)</b></p>
 <p><b>Class Registration</b> Click to register for classes and view course requests. <b>(Not currently in use at KGCS)</b></p>	 <p><b>My Calendars</b> Click to subscribe to specific homework and event calendars.</p>

## Grades and Attendance

Use this page to view the grades and attendance for the student in the current term. The legend at the bottom of the page displays the attendance and citizenship codes and their meanings.



Grades and  
Attendance

### How to View Grades and Attendance

1. On the main menu, click **Grades and Attendance**. The Grades and Attendance page appears.
2. To view attendance data for dropped classes, click Show dropped classes also.
3. To send e-mail to a teacher, click the name of the teacher.

Note: To use this function, your web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send messages.

4. To view grade details, click a grade in the term column. The Class Score Detail page appears.
5. To view assignment details, click a grade in the term column. The Class Score Detail page appears. Click an assignment under the Assignment column. The Assignment Description page appears. Use the browser Back button to return to the Grades and Attendance page.
6. To view the absences or tardies for the selected class during this term, click a number in the Absences or Tardies column. The Dates of Attendance page displays all absences or tardies for that class.
7. To view the absences or tardies for all classes during this term, click a number in the Attendance Totals row. The Dates of Absence or Dates of Tardies page displays all absences or tardies. Use the browser Back button to return to the Grades and Attendance page.
8. In the Attendance by Day section, click a number in the Absences or Tardies column. Depending on your selection, the Dates of Attendance page displays the total absences or tardies for the semester or for the year-to-date.

**Grades and Attendance**

[View Standards Grades](#)

Attendance By Class																		
Exp	Last Week					This Week					Course	M1	M2	M3	E1	S1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
1(M-F)											[REDACTED]	99	98	100	--	99	1	0
2(M-F)												97	100	100	--	99	1	0
2(M-F)												100	100	--	--	100	2	0
3A-3B(M-F)												100	100	100	--	100	2	0
4(M-F)									UNV			96	96	92	--	95	2	0
HR(M-F)	*	*	*	*	*		*	*	*	*			--	--	--	--	0	0
<b>Attendance Totals</b>																<b>8</b>	<b>0</b>	

Current weighted GPA (S1): 4.0000

[Show dropped classes also](#)

**Legend**  
 Attendance Codes: Blank=Present | UNV=Unverified | TDY=Unexcused Tardy | EXA=Excused Absence | EXT=Excused Tardy | DRN=Doctors Note | ILL=Illness | PHN=Phone Call | UNX=Unexcused Absence | APP=Pre Approved Absence | ACT=School Activity | FLU=Flu | ISS=In School Susp | OSS=Out of School Suspension |

Citizenship Codes: A=Follows Handbook and Code of Conduct | B=1 Parent Contact | C=2 or more Teacher/parent contacts | H=Honorable | U=1 or more Office Referrals | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Print Page 



Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments | School Bulletin | Class Registration | My Calendars

**Class Score Detail**

Course	Teacher	Expression	Final Grade <sup>1</sup>
[REDACTED]	[REDACTED]	3B-3C(M-F)	93 93%

Teacher Comments:

Section Description:

Due Date	Category	Assignment	Codes	Score	%	Grd
12/10/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/10/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/10/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/11/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/11/2009	[REDACTED]	[REDACTED]		65/100	65	65
12/11/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/11/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/17/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/17/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/17/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/18/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/18/2009	[REDACTED]	[REDACTED]		100/100	100	100
12/18/2009	[REDACTED]	[REDACTED]		74/100	74	74
12/18/2009	[REDACTED]	[REDACTED]		50/50	100	100
01/06/2010	[REDACTED]	[REDACTED]		0/100	0	0
01/06/2010	[REDACTED]	[REDACTED]		100/100	100	100
01/07/2010	[REDACTED]	[REDACTED]		--/100		
01/07/2010	[REDACTED]	[REDACTED]		--/100		
01/08/2010	[REDACTED]	[REDACTED]		100/100	100	100
01/08/2010	[REDACTED]	[REDACTED]		--/100		
01/08/2010	[REDACTED]	[REDACTED]		--/100		
01/14/2010	[REDACTED]	[REDACTED]		--/100		
01/14/2010	[REDACTED]	[REDACTED]		--/100		
01/14/2010	[REDACTED]	[REDACTED]		--/100		
01/15/2010	[REDACTED]	[REDACTED]		--/100		



### Dates of Absence for M3

**Biology - Exp. 1(M-F)**

- 1. Monday, December 7, 2009 - EXA

**PE 10 w/Dr. Ed - Exp. 2(M-F)**

- 1. 2(M) - Monday, December 14, 2009 - EXA

**Concert Band 9-10 - Exp. 2(M-F)**

- 1. 2(M) - Monday, December 7, 2009 - EXA
- 2. 2(M) - Monday, December 14, 2009 - EXA

**Algebra II - Exp. 3A-3B(M-F)**

- 1. 3A(M) - Monday, December 7, 2009 - EXA
- 2. 3A(M) - Monday, December 14, 2009 - EXA

**Spanish III - Exp. 4(M-F)**

- 1. 4(M) - Monday, December 7, 2009 - EXA
- 2. 4(W) - Wednesday, January 20, 2010 - UNV

**HR 10 - Exp. HR(M-F)**

**Legend**

Attendance Codes: Blank=Present | UNV=Unverified | TDY=Unexcused Tardy | EXA=Excused Absence | EXT=Excused Tardy | DRN=Doctors Note | ILL=Illness | PHN=Phone Call | UNX=Unexcused Absence | APP=Pre Approved Absence | ACT=School Activity | FLU=Flu | ISS=In School Susp | OSS=Out of School Suspension |

Citizenship Codes: A=Follows Handbook and Code of Conduct | B=1 Parent Contact | C=2 or more Teacher/parent contacts | H=Honorable | U=1 or more Office Referrals | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

## Grades History

Use this page to view quarter and semester grades for the student for the current term.



Grades  
History

### How to View Grades History

1. On the main menu, click Grades History. The Grade History page appears.
2. Click a grade in the % column. The Class Score Detail page appears.

A caret (^) indicates score is exempt from final grade. An asterisk (\*) indicates an assignment is not included in final grade. The number one (1) indicates this final grade may include assignments that are not yet published by the teacher. It may also be a result of special weighting used by the teacher. Click the special weighting link for more information.

#### Grade History

M1				
Course	Grade	%	Cit	Hrs
Algebra II	100	104		0
Biology	99	99		0
Concert Band 9-10	100	100		0
PE 10 w/Dr. Ed	97	97		0
Spanish III	96	96		0
M2				
Course	Grade	%	Cit	Hrs
Algebra II	100	100		0
Biology	98	98		0
Concert Band 9-10	100	100		0
PE 10 w/Dr. Ed	100	100		0
Spanish III	96	96		0

DISCLAIMER: This system is provided as a convenience. Grades and other information provided by this system are not official records and may or may not be accurate. Neither this institution nor Pearson Education, Inc or its affiliates accepts any responsibility for information provided by this system and/or for any damages resulting from information provided by this system. For official grades and student records contact your school.

## Attendance History

Use this page to view the attendance record for the student in the current term. The legend at the bottom of the page displays the attendance codes and their meanings.



### Attendance History

### How to View Attendance History

On the main menu, click Attendance History. The Attendance History page displays the student's attendance record for the current term.

#### Meeting Attendance History

Course	Expression	12/7-12/11		12/14-12/18		12/21-12/25		12/28-1/1		1/4-1/8		1/11-1/15		1/18-1/22		1/25-1/29		2/1-2/5			
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F
[REDACTED]	1(M-F)	EXA																			
	2(M)					EXA															
	2(T)																				
	2(W)																				
	2(R)																				
	2(F)																				
	2(M)	EXA				EXA															
	2(T)																				
	2(W)																				
	2(R)																				
2(F)																					
3A(M)	EXA				EXA																
3A(T)																					
3A(W)																					
3A(R)																					
3A(F)																					
3B(M)																					
3B(T)																					
3B(W)																					
3B(R)																					
3B(F)																					
4(M)	EXA																				
4(T)																					
4(W)																					
4(R)															UNV						
4(F)																					
HR(M)																					
HR(T)																					
HR(W)																					
HR(R)																					
HR(F)																					

Legend  
 Attendance Codes: Blank=Present | UNV=Unverified | TDY=Unexcused Tardy | EXA=Excused Absence | EXT=Excused Tardy | DRN=Doctors Note |  
 ILL=Illness | PHN=Phone Call | UNX=Unexcused Absence | APP=Pre Approved Absence | ACT=School Activity | FLU=Flu | ISS=In School Susp |  
 OSS=Out of School Suspension |

Print Page

## Email Notifications

If you wish to receive information about your student's grades, attendance, and assignment scores, use this page to set up your e-mail preferences. You can specify which information you would like to receive, how often you would like to receive the information, and how often you would like to receive e-mail.



### How to Set Up Email Notifications

1. On the main menu, click Email Notification. The Email Notifications page appears.
2. Use the following table to enter information in the fields:

Field	Description
What information would you like to receive?	Specify which information you would like to receive by selecting the appropriate checkboxes: <ul style="list-style-type: none"> <li>• Summary of current grades and attendance</li> <li>• Detailed reports showing all assignment scores for each class</li> <li>• Detailed report of attendance</li> <li>• School announcements</li> <li>• Balance Alert</li> </ul>
How often?	Use the pop-up menu to specify how often you would like to receive the e-mail messages selected above.
Send now?	Select the checkbox to immediately send the e-mail messages selected above.
Email Address(es)	Enter the e-mail addresses to which you want the system to send the e-mail messages selected above. Separate multiple addresses with commas.

3. Click Submit. The Changes Recorded page appears

What information would you like to receive?	<input type="checkbox"/> Summary of current grades and attendance
	<input type="checkbox"/> Detailed reports showing all assignment scores for each class
	<input type="checkbox"/> Detailed report of attendance
	<input type="checkbox"/> School announcements
	<input type="checkbox"/> Balance Alert (Note: Will only be sent when a student is low on funds.)
How often?	Once a week <input type="button" value="v"/>
Send now?	<input type="checkbox"/>
Email Address(es)	<input type="text"/>
	(separate multiple email addresses with commas)

## Teacher Comments

Use this page to view any comments that teachers entered regarding items such as the student's achievement or behavior.



**Teacher  
Comments**

### How to View Teacher Comments

1. On the main menu, click Teacher Comments. The Teacher Comments page appears.
2. To open an e-mail message to send to a teacher, click the teacher's name.

Note: To use the e-mail function, your Web browser must be properly configured to automatically open an e-mail application, and the e-mail application must be properly configured to send e-mail messages

## School Bulletins

Use this page to view daily school announcements.

### How to View School Bulletins

1. On the main menu, click School Bulletin. The School Bulletin page displays any messages for the current day.
2. To view another day's bulletin, click a date link at the bottom of the page.



School  
Bulletin

---

## Class Registration

Use this page to request classes for the next year and to view any existing course requests.

### How to Register for Classes

1. On the main menu, click Class Registration. The Class Registration page appears.
2. Select the courses that you want to request for the next enrollment period from the pop-up menus.
3. Click Submit. The Future Course Requests page appears.



Class  
Registration

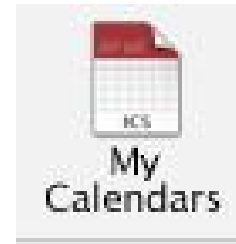
---

### How to View Course Requests

1. On the main menu, click Class Registration. The Class Registration page appears.
2. Click View future course requests. The Future Course Requests page displays existing course requests.

## My Calendars

My Calendar, a personal calendar application, is a tool to help parents and students stay on top of daily events and better manage their time. Using My Calendar, you can subscribe to and receive homework and school event information in the form of a calendar on your desktop computer. With My Calendar, you can:



- Subscribe to calendars to keep up with homework assignments, grades, school events, and more.
- View more than one calendar at a time from within a single unified window to quickly identify schedule conflicts and pockets of free time.
- Keep your priorities straight with a built-in To Do list.

**IMPORTANT:** In order to use My Calendar, you must first have iCal installed on your computer. You will need Mac OS X version 10.2.3 or later to use iCal. iCal is available as a free download. For more information, visit the Apple Inc. Web site at [www.apple.com/ical](http://www.apple.com/ical).\*

### How to Subscribe to Calendars

1. On main menu, click My Calendars. The My Calendars page appears.
2. Click Subscribe in the Class Assignments Only column to receive the class assignments calendar. The iCal application opens, and the Subscribe to field automatically displays the calendar URL.
3. Click Subscribe. The Subscribing to <calendar name> page appears.
4. Use the following table to enter information in the applicable fields:

Field	Description
Title	By default, the system automatically populates this field with the class name.
Refresh	Select the checkbox to receive updated data, such as new homework assignments, grades, or school events, for the selected calendar. If you select the checkbox, use the pop-up menu to choose the refresh timeframe. It is recommended that you either select daily or weekly.
Remove Alarms	This function does not apply to My Calendar.
Remove To Do Items	By default, the checkbox is selected, and the system does not display the To Do List. Deselect the checkbox to enable the To Do List, which displays student homework assignments.

5. Click Subscribe in the Class Assignments With My Scores and Final Grades column. The iCal application opens, and the Subscribe to field automatically displays the calendar URL.
  6. Click Subscribe. The Authentication page appears.
  7. Enter your PowerSchool Parent Portal username and password. Click OK. The Subscribe to <calendar name> page appears. See Steps 4 and 5 for additional information.
- \*The calendar URL may need to be manually cut and pasted into the appropriate area if you are using a calendar other than iCal, e.g. Google, Sunbird, Outlook. To do this, simple right-click on the “Subscribe” button and select “Copy Shorcut.” Then, paste the copied link in the appropriate location.

## How to View My Calendars in iCal

Each of the calendars you subscribe to appear in the Calendars section of iCal. Note the colored checkbox next to each calendar. If the checkbox next to a calendar is selected, the information contained within that calendar displays within the calendar view as the color of the checkbox.

To view information about an item in the calendar view, click the item and information about the item appears in the Info drawer. If you have subscribed to any of the homework calendars, outstanding assignments appear as items on your student's To Do by Priority list. Click any of the items to view information about that item in the Info drawer.

## Log Out of PowerSchool Parent Portal

You can log out of PowerSchool Parent Portal from any page in the application.

**Note:** If you are not actively working in the PowerSchool Parent Portal, your session may timeout. If so, you need to **log in** again.

Click the **Logout** in the navigation bar. The Log In page appears. You must enter your username and password again to redisplay the PowerSchool Parent Portal start page.

