

Montgomery County Schools Guide for PowerSchool Parent Portal

Getting Started

The login page allows authorized users to access the web pages containing their student's information. Please keep this information in a secure location. The access code and password must be entered exactly as provided to you. Each code and password is unique to each student. If you have more than one child, you will have a different access code for each child. Once the account is setup and you have entered codes and passwords for your children, you will have access to all of your children with only one login.

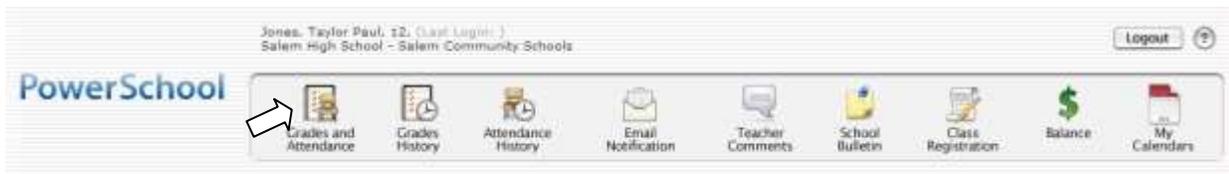
Parent and guardians may access the system by going to: <http://montgomery.powerschool.com/public>



A link to the login screen can also be found on the Montgomery County Schools website at www.montgomery.k12.nc.us

To keep your child's information secure, we will not give out Parent Portal access codes and passwords over the phone. If you need your child's access code and password to access the Parent Portal, you must stop by your child's school with the Application for Access form. (Form is available on the website or at the school). This form must be completed and a photo id is required before you receive your login. The school system is not responsible for resetting user names and passwords. You will be prompted to enter a valid email address which will be used for user name and password resets.

Grades and Attendance



This is the default page that you see upon entering your username and password. The above icons will run down the left hand side of your screen. To return to this page from any other menu selection, click on the blue PowerSchool logo or the Grades and Attendance icon at the top left of your screen. This page displays grade information and a overview of the student's attendance information from the current and previous weeks. The course names, teachers' names, real time grades, and attendance are displayed on this screen. Any item in blue is a link to additional information or teacher email addresses.

Grades and Attendance

[View Standards Grades](#)

Attendance By Class		View										Current		Attendance	
Exp	Last Week					This Week					Course	WY	ST	Absences	Tardies
	M	T	W	Th	F	M	T	W	Th	F					
1(A)											Pre-Algebra § Shoemaker, Jennifer	A	--	0	0
2(A)											Biology I § Fowler, Stuart	A+	--	0	0
3(A)											Design Processes § Craig, Albert	B+	--	0	0
4(A)											English 9, CP § Gleason, Josh	A-	--	0	0
5(A)											Career Plan § Doyle, Debra	B+	--	0	0
6(A)											Phys Educ 1 & 2 § Warden, Hank	--	--	0	0
7(A)											Const Systems § Craig, Albert	--	--	0	0
Attendance Totals												0	0		

Current Current Simple GPA (S1):
View dropped classes also

Attendance By Day		Absences		Tardies	
Last Week	This Week	ST	YTD	ST	YTD
M T W Th F	M T W Th F				
		0	0	0	0
Attendance Totals		0	0	0	0

Grades and Attendance-Dates of Attendance

Adv Chorus Spencer-Pierce, Bill	A+	--	1	0
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Clicking on the blue number under the Attendance columns will bring up the attendance details for the class selected. This page displays any absences for the selected student. A legend will appear at the bottom of the screen explaining the different letter codes used for student attendance.

Dates of Attendance

Dates of all absences for Adv Chorus Exp. 1(A) (1451.101) for S1:

- 1(A) - Tuesday, August 24, 2010 - DOC

Legend

Attendance Codes: Blank=Present | AUV=Absence Unverified | AUX=Absence Unexcused | AUE=Absence Excused | TUE=Tardy Unexcused | TEX=Tardy Excused | PEX=Principal Excused | TRU=Truant | ISS=In School Suspension | OSS=Out of School Suspension | OSA=Alt School Suspension | ILE=Illness Excused | ILU=Illness Unexcused | DOC=Doctor Appointment | FNL=Funeral | VAC=Family Vacation | FEM=Family Emergency | COL=College Visit | REL=Religious Event | BUS=No Bus Service | CRT=Court Appearance | CSV=Community Service | FTR=Field Trip | ELE=Election Polls | JOB=Job Shadow | WTY=We The Youth | WKS=Workshop/Competition | OTR=Other Excused | HSE=Homebound Special Ed | HIL=Homebound Illness |

Citizenship Codes: O=Outstanding | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Grades and Attendance Class Score Detail

To view more detailed information about a particular class grade on the Grades and Attendance screen, click on the blue grade and percentage. You will be taken to the Class Score Detail page which shows assignments, due dates, points possible, and grades.

SCIENCE 6 Mahuron, Laura	A 95
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Our goal is for teachers to update scores for the week by Monday of the following week. Please be patient as it does take time to grade and post assignments—especially big projects and research papers. If you have questions about the posting of assignments, please contact the individual teachers about their policies and procedures.

Grading systems may vary among teachers. Some work with a simple point system and others weigh the scores according to assignment categories (Homework, Quizzes, Test, etc.). Some teachers do not accept late homework, others do. It is important for parents and guardians to be familiar with the grading philosophy of the child's teachers.

Grades and Attendance Corresponding with Teachers

If you have an email client application such as Outlook, clicking on one of the teacher names under the course title will allow you to send an email directly to the teacher. **Please don't modify the subject line that is automatically entered onto the mail message.** This subject line will help ensure that the message is identified as a parent contact to our staff within our email system.



If you are using web-based mail such as Yahoo or Gmail, note the email address when you move your mouse over the name and type it into your web email. Depending on which browser you use, it may appear in the lower left corner of the window when you hover your mouse over the teacher's name. **If you use the subject line "Parent Portal Contact" the messages will be identified more easily by staff members.**

Additional Information about Corresponding with Teachers

When a concern arises about attendance or grades that appear in PowerSchool, we ask that you follow these steps:

- Talk with your child first. Ask them about their grades or attendance before contacting the school.
- Review the course grading system of the teacher. This may answer the question of why the student has received the grade or explain how the assignment adds up to the current average.
- Check to see if there is an assignment description in the Class Score Detail page. If the assignment is listed in blue, you can click on the link for more detailed information. This may help clarify what was involved or expected for a particular assignment.
- Check due date of the assignment. An assignment handed in late may be entered at a later date.
- No system is perfect, so if a discrepancy is found, please send an email to the attention of the teacher. We are all working to achieve a high level of consistency and accuracy. Please be patient, this system is also new to teachers and NC DPI is still working to develop it to the best it can be.

Grade History



This button displays the student's grade history. It shows final report card grades for each semester during the current year. Please be aware that grades changed after the report card is sent WILL NOT appear updated on this screen.

Click on the blue grade to display a detailed list of grades for the class for that term.

Attendance History



Clicking on the blue number under the Attendance column will bring up the attendance details for the selected class. This page displays the overall attendance of the selected students. A legend will appear at the bottom of the screen explaining the different letter codes used for student attendance.

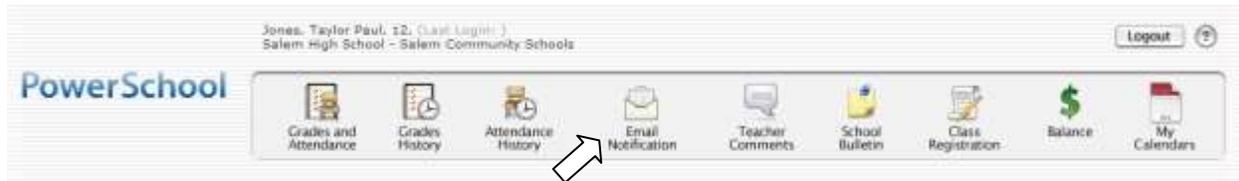
Meeting Attendance History

Course	Expression	8/9-8/13				8/16-8/20				8/23-8/27				8/30-9/3				9/6-9/10				9/13-9/17				9/20-9/24			
		M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F	M	T	W	F
AAA staff 1, Not Given 215 E: 8/2/2010 L: 7/3/2011	AAA(A)	-							AEX																				
P.E./SWIMMING White, Sherry GYM E: 8/2/2010 L: 10/11/2010	1(A)	-							AEX																				
Learning Lab/MUSIC 5 Day, Melissa 230 E: 8/2/2010 L: 10/11/2010	2(A)	-							AEX																				
Language Arts 6 Abner, Amy 228 E: 8/2/2010 L: 1/3/2011	3(A) 4(A)	-							AEX AEX																				
INTRO TECH Miller, Brett 181 E: 8/2/2010 L: 1/3/2011	5(A)	-							AEX																				
SCIENCE 6 Gwaltney, Jim 213 E: 8/2/2010 L: 1/3/2011	6(A)	-							AEX																				
Social Studies 6 staff 1, Not Given 215 E: 8/2/2010 L: 1/3/2011	7(A)	-							AEX																				
Intro to Pre-Algebra Motsinger, Brian 108 E: 8/2/2010 L: 1/3/2011	8(A)	-							AEX																				

Legend

Attendance Codes: Blank=Present | AUE=Absence Unexcused | AUH=Absence Unexcused Half Day | AEX=Absence Excused | AEH=Absence Excused Half Day | AUV=Absence Unverified | TUE=Tardy Unexcused | TEX=Tardy Excused | TRU=Truant | TRH=Truant Half Day | ISS=In School Suspension | OSS=Out of School Suspension | OSA=Out of School Suspension | ILE=Illness Excused | ILH=Illness Excused Half Day | ILU=Illness Unexcused | IUH=Illness Unexcused Half Day | DOC=Doctor Appointment | DCH=Doctor Appointment Half Day | FNL=Funeral | FNLH=Funeral Half Day | VAC=Family Vacation | PEM=Family Emergency | PEK=Principal Excused | BUS=No Bus Service | CRT=Court Appearance | OEX=Other Excused | PTR=Field Trip | HIL=Homebound Illness | HSE=Homebound Special Ed |

Email Notification



Student and Primary Parents/Guardians may elect to have updates sent at regular intervals by PowerSchool through email. You must complete the relevant sections in order to receive email updates. There are four types of updates—you may choose any or all.

Email Notifications

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

How often? Never

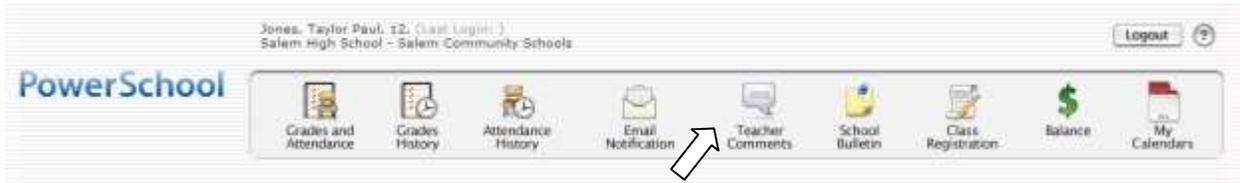
Send now?

Email Address(es)

(separate multiple email addresses with commas)

- **Summary of current grades and attendance-** Sends out an email giving a summary of the grades in progress and attendance total for all classes for that student.
- **Detailed reports showing all assignments scores for each class-** Sends out one email from each class with every assignment for the quarter with scores. (Note: If your student has 6 classes you will receive 6 emails, one for each class. If you have multiple students enrolled you will receive quite a few emails if you choose this option.)
- **Detailed report of attendance-**Sends out an email containing detailed attendance for each class for the current term.
- **School Announcement-** Sends out an email containing the highlighted items/activities on the daily bulletin. *Currently, not all of our schools are using the electronic daily bulletin system.

Teachers Comments



Teacher Comments

Exp.	Course	Teacher	Comment
1(A)	Creative Writing	Blecher, Nancy	Good class attitude.
2(A)	Calculus AB	Ellenbaum, Gail	
3(A)	Physics	Lang, Robert E	Missing homework assignments.
4-5(A)	Us History	Matakis, Kristen	
6-7(A)	Strength Training	Crenshaw, Derrick	Good class participation.
8(A)	Lunch	Staff, Com	
9(A)	Intro To Speech	Lenning, Maryanne	
10(A)	Spanish 4H	Paul-Giffey, Sue	

This page will allow you to view any comments entered by the student's teachers. This information is the same information that would appear on a student's report card. The Teachers' names are listed in blue. You may click on them to email the teacher directly if you have any questions.

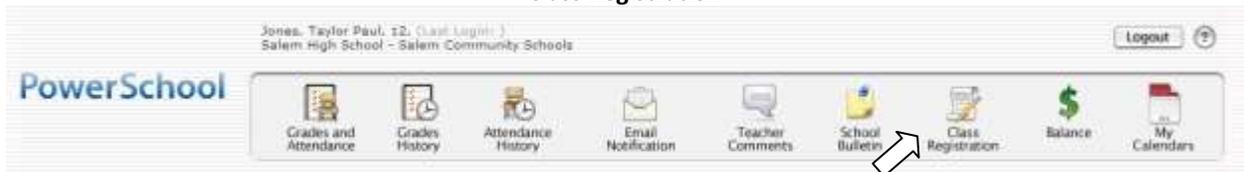
Please do not modify the automatically assigned subject line on the email message as it will assist teachers to identify your communication better.

School Bulletin



This page will show you the School Bulletin. School bulletins will include announcements, important dates and other information. *Currently, not all schools are using the daily bulletin, but we hope to implement the School Bulletin district-wide soon.

Class Registration



This high school feature will only be available to students in grades 8-11 when signing up for classes at both high schools during the spring registration windows. Students and parents will be able to view and select required courses and electives for the next school year. This feature is only activated during spring registration and will have a window of time for selecting courses.

Balance



The Balance page displays a list of student fees and payments. This feature has not been implemented at this time. Our district does not use the PowerLunch feature of PowerSchool, therefore; you will not be able to see lunch balances on this screen. Once implemented, you will only see fees assessed or paid.

Meal Transactions - Current Balance: \$0.00							
Date	Time	Net	Balance	Description			
Fee Transactions - Current Balance:							
Date	Time	Fee Type	Description	Fee	Paid	Balance	
08/02/2010	1:45 PM	Book Rental	PE/Art/Tech Fees	11.50	11.50	0.00	
08/02/2010	1:45 PM	Book Rental	6th Grade Honors Math	65.00	65.00	0.00	
Totals:				76.50	76.50	0.00	

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 or electronic device. 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. website at www.apple.com/ical