

# PowerSchool Student and Parent Portal



Click on the  on the right side of the district [website](#) or go to <https://ps.claytonschoools.net/>.

Sign in with the Username and Password you created. Click on Create Account if you need to create an account.

To link Students to the Parent Account, Parents will need the Access ID and Password for the student. These are provided by the schools. Each student has their own Parent Access ID and Password.



The screenshot shows the PowerSchool SIS login interface. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the main heading is "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". Below these buttons are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

## Create Parent Account

### Parent Account Details

The screenshot shows the "Create Parent Account" form. It includes the following fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". The "Password" field has a strength indicator showing "Strongest" in a green box. Below the "Re-enter Password" field, there is a note: "Password must: \*Be at least 8 characters long".

### Link Students to Account

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

The screenshot shows the "Link Students to Account" form. It contains two numbered sections, "1" and "2". Each section has four fields: "Student Name", "Access ID", "Access Password", and "Relationship". The "Relationship" field is a dropdown menu with "-- Choose" as the selected option.

Once Signed into PowerSchool, you will be able to see the student information. Options in the Navigation will vary depending on the grade level of the student. If multiple students are connected to the Parent account, you can toggle between them by clicking their name in the blue bar.

Parents are required to complete required forms every year. To complete the required Forms, you will need to click on the Forms icon under Navigation.

The screenshot displays the PowerSchool SIS interface. At the top left is the PowerSchool logo. Below it, a dark blue navigation bar contains the names 'Mark' and 'Matthew'. A light blue 'Navigation' sidebar is open on the left, listing several options: 'Grades and Attendance' (highlighted), 'Grade History', 'Attendance History', 'Email Notification', 'MySchoolBucks', 'Account Preferences', 'School Information', and 'Forms'. The main content area is titled 'Grades and Attendance:' and features a tab labeled 'Grades and Attendance'. Below the tab is a table with the following structure:

Exp	Last Week		
	M	T	W
1(A,V)			.
2(A,V)			.
L(A,V)			.
3(A,V)			.

The forms available will vary depending on the grade level of the student.

 Submitted

Once the form is submitted the leaf color will change to green and it will say Submitted.

All parents will also have two Read-only Forms. These cannot be submitted, so the leaf color will not change.

## 1. Read-only Forms 2022-2023 (leaf color will not change)

### 1 - PowerSchool Introductory/Instructions Form

Information regarding the PowerSchool Parent Portal and Online Forms for Wydown Middle School.

 Empty

### 2 - Back-to-School Health Checklist

The School District of Clayton nurses have provided a checklist to help you prepare for the first day of the upcoming school year.

 Empty

## 2. Required Forms - 2022-2023

### 1 - Annual Student Health Information Form

All students need to have an Annual Student Health Information Form on file. This form is to be completed by parents/guardians prior to the first day of school since it contains pertinent medical information and permissions.

 Submitted

Last Entry: 08/13/2022 8:24:28 PM

### 2 - Parent, Guardian and Emergency Contact Information Form

Annual form to verify and update Parent, Guardian and Emergency Contact information for students.

 Submitted

Last Entry: 08/18/2022 9:28:11 AM

### 3 - Permissions Form

Permissions form for Directory Information, Limited Directory Information/Buzz Book, Media Permission, field trips, Virtual Library Card Program, Google Additional Services and sign-off of Acceptable Use Policy for computers at school.

 Submitted

Last Entry: 08/13/2022 8:26:21 PM

### 4 - Student Device Expectations

Student Device Expectations - Parent

 Submitted

Last Entry: 08/13/2022 8:26:56 PM

The Parent, Guardian and Emergency Contact Information Form, is where parents will update all of the student contact information. This form can be updated at any time. It is important that this information is completed correctly as it is what will now be used for communicating with parents. The Emergency Contact, Receives Mail and Custody checkboxes will need to be completed accurately. Instructions are listed above the contacts.

## Student Contacts

PowerSchool transitioned to a new Student Contacts module. Some of the previously entered contact information has been added to this Student Contacts module. You will need to verify the accuracy of this information and also add additional details. To the far right of each contact are 2 buttons. Click the pencil to edit a contact and the X to delete a contact. **Please do not delete a contact that has Data Access checked.** This will completely remove PowerSchool Parent Portal access.

On the Edit screen, you will be able to edit general contact information as well as set Permissions. Please consider Permissions carefully as your choices will determine who receives key school communications

Under Permissions, you will set the **Emergency Contacts** for your student. There are also checkboxes for **Custody** and **Receives Mail**. These two checkboxes will now determine who receives email communication and postal mailings.

- **Receives Mail** - This contact will receive all general school-wide and district-wide emails.
- **Custody and Receives Mail** - When both Custody and Receives Mail are checked, this contact will receive parent emails specific to your child. *You may only check the Custody box on up to two contacts.*
- Postal mailings will always be sent to the student's resident address, as well as any contact that has **Receives Mail** and **Custody** checked but with a different address listed.
- **Lives With** - this is an optional permission and is not used to determine mailings

Student Contacts \*

Add

**Mother's Name**  
Mother (Mother)

Drive Clayton, Missouri, United States 63105

314.444.4444 (Mobile)  
mother@gmail.com

Lives with Student  

Custody

School Pickup

Emergency Contact

Data Access

**Father's Name**  
Father (Father)

Drive Clayton, Missouri, United States 63105

314.555.5555 (Daytime)  
father@gmail.com

Lives with Student  

Custody

School Pickup

Emergency Contact

Data Access

First Name \*

Mother

Middle Name

Last Name \*

Name

Gender

Dropdown menu

Relationship \*

Mother

Employer

Text input field

Contact Type

Dropdown menu

Address Add

1234 Drive (Home)  
Clayton, 63105



Phone Add

314-444-4444 (Mobile)

Preferred Edit Delete

Email Add

mother@gmail.com (Current)

Primary Edit Delete

Cancel Add

mother@gmail.com (Current)

Primary Edit Delete

Permissions

Lives with Student \*

Yes No

Emergency Contact \*

Yes No

Has Custody \*

Yes No

School Pick Up \*

Yes No

Receives Mail \*

Yes No

Apply Contact to:

Cancel Add