



APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2016.** Please include this application form with electronic entry.

PROGRAM INFORMATION

County: Henrico County

Program Title: PowerSchool: An Elementary School Parent-Portal Pilot Program

Program Category: Information Technology

CONTACT INFORMATION

Name: Cristol Klevinsky

Title: Management Specialist

Department: County Manager's Office

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SIGNATURE OF COUNTY ADMINISTRATOR OR CHIEF ADMINISTRATIVE OFFICER

Name: John A. Vithoulkas

Title: County Manager

Signature: 

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Short Overview

Henrico County Public Schools (HCPS) selected three elementary schools to pilot PowerSchool's parent portal. The purpose was two-fold:

- Teachers: Identify processes and challenges for teacher use of the product, and to set guidelines and expectations so that the parent experience would be consistent.
- Parents and students: Identify best practices for use, establish communication, and develop protocols to assist with registration and parent training. Lastly, the need to identify the program's technological shortcomings and how that might affect parents.

We chose pilot schools to represent our varied demographics and in so doing, we were able to monitor varied trends, product use, identify best practices in targeted audiences and communities, and address strategies for maximum use among all stakeholders. While the pilot year is still ongoing, feedback from the three pilot school principals has been valuable. Parent feedback has been positive as they are now able to access information with relative ease. This has enabled a larger audience to access the program since not all parents have laptop or desktop computers. Similarly, teacher responses have been mostly positive; most notably, the portal's ease of use, increased communication, with decreased demand on teacher time by not having to print interim reports.

The Problem/Challenge/Situation

Henrico County Public Schools has used an online parent portal for middle and high schools since 2001, but elementary schools have never been able to use this tool. Because secondary schools used an electronic grade book attached to a student information system while elementary schools did not, only secondary schools could use the portal. The elementary grading process was manual – teachers entered report card data by hand on a form. In 2005-

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06, HCPS technology department created an electronic report card for elementary schools, but it wasn't robust enough to use in conjunction with an online portal for parent communication. It wasn't until the technology department changed to a new student information system and grade book for the 2014-15 school year that all elementary schools could use a parent portal.

With the proper technology in place, the division's elementary leadership collaborated with the technology department to discuss the project's options and timelines. The group decided that elementary teachers would benefit from a year of orientation to the new grade book before a parent portal was introduced for the 2015-16 school year.

In 2015-16 three elementary schools were selected for a parent-portal pilot program for families with students in grades 2-5. If the pilot program were successful, the parent portal would be adopted at all elementary schools for the 2016-17 school year. The PowerSchool parent portal had been used successfully for the 2014-15 school year at middle and high schools; the instructional leadership team was confident that it could be used at the elementary level.

How the Program Was Carried Out

The PowerSchool parent portal is a powerful, easy-to-use, secure communication tool connecting teachers, parents and students. The product uses Pearson's student information system. It allows collaboration to aid the goal of improving student achievement. Parents and students have access to real-time information on grades, attendance, comments, assignments and scores. This makes it easier for parents, teachers and students to accurately monitor, identify and accelerate student progress. Parents can set up daily or weekly alerts about their child's progress.

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The PowerSchool parent portal allows parents and guardians with multiple children to employ just one user name and password to see information about all their children. PowerSchool also gives students separate accounts from their parents or guardians. Students log in using their HCPS user name and password.

Objectives:

The objectives were to select three elementary schools for a pilot program for the PowerSchool parent portal; to identify processes, timelines and challenges – and establish sound guidelines – for a full implementation the following year at the remaining 43 elementary schools.

The process started approximately six months before teachers and parents were brought on board. The elementary leadership team and members of the technology department came together to discuss expectations and guidelines for teachers, and to make a schedule of activities to occur before the school year. Before school opened, the three pilot schools gave parents information about the registration process.

Clientele:

We now have an easy online method to communicate student information to over 1,000 families with students in grades 2-5 at three elementary schools. A family can easily view up-to-date information about their child's academic progress – information they might not otherwise become aware of until interim or quarterly report cards.

After consultations with principals, teachers and parents, only grades 2-5 were included in the pilot program. This was because of the developmental nature of grading in kindergarten and first grade, and a desire to emphasize face-to-face communication between parents and schools.

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- Rivers Edge Elementary School has 431 students in grades 2-5.
- Montrose Elementary School has 246 students in grades 2-5.
- Pinchbeck Elementary School has 367 students in grades 2-5.
- Total: 1,044 students

County's role in implementation:

Technology Department

- Provided a trainer and technical support for PowerSchool parent portal
- Attended a faculty meeting in August to answer questions and to display features of the system's parent accounts
- Created a parent portal brochure with relevant information and instructions on setting up a portal account. This print brochure was also available on the HCPS division website.
- Created a report for the schools to determine how many families had set up portal accounts
- Attended each pilot school's August open-house event to help support families with students in grades 2-5 set up accounts and use the new system

Other technology staff members:

- Network administrators: created demonstration accounts for each pilot school to use during open house.
- Technology support technicians: set up laptop kiosks for open house events so parents could register while visiting the schools. The staff members were present during open house events to support the kiosk stations and were also trained to help parents in setting up an account.

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Elementary leadership and pilot school principals

- Reviewed feedback from initial stakeholder meeting with teachers.
- Established guidelines for teachers to follow within their grade book to ensure that parents had a consistent experience while using the portals.
- Communicated to parents the school's procedures for uploading grades and when the portals would become operational.
- Sent reminders to parents to register using newsletters, the SchoolMessenger message service, at principal coffees, and at back-to-school night. SchoolMessenger messages included a link to the PowerSchool parent portal, which guided parents to the correct place to set up an account.
- Enlisted resource teachers, librarians and instructional technology resource teachers to help with parent registration at open houses and back-to-school nights.
- For quarterly interim report cards:
 - Communicated to teachers which families had not set up portal accounts and asked them to encourage registration
 - Sent letters to parents reminding them that paper interim report cards were no longer automatically sent home
 - Used parent/teacher conferences to help parents set up portal accounts

HCPS Department of Communications and Public Relations

- Published initial communications on HCPS website and SchoolMessenger messages about timing of and participation in the pilot program
- Published communications on HCPS website and SchoolMessenger messages about cessation of the parent portal for summer vacation

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With the overwhelming popularity of smartphones, the portal's free app made this program within reach of most division parents and guardians; no personal computer was needed. This addresses Henrico County's changing demographics, where approximately 40 percent of our families now qualify for free or reduced meals.

The PowerSchool parent portal is a component of the PowerSchool Student Information System used by all HCPS schools and Central Office support and administrative staff members. PowerSchool is a Web-based application. The PowerSchool Student Information System can be accessed via a browser on computers or on smartphones and tablets.

The PowerSchool portal can also be accessed as an app on smartphones. The app is a free download and requires that a key code be entered to gain access to Henrico County Public Schools.

Kiosks of laptop computers were set up during each school's open house so that parents could set up portal accounts while visiting the school.

Financing and Staffing Cost

Total project implementation costs: \$865,429 to Pearson School Systems. Implementation costs cover not only the purchase of the program, but project management, training and data conversion as well. There are no separate costs for Henrico County Public Schools to use the parent portal as it is bundled with the program. The PowerSchool parent portal app is free.

HCPS staff time required to implement program:

PowerSchool team labor, October 2012 to October 2014:

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- Five people X 2000 hours per year X two years X 50 percent labor-usage rate =
10,000 hours of HCPS labor

Developer team labor, October 2012 to October 2014:

- Three people X 2000 hours per year X two years X 50 percent labor usage rate =
6,000 hours of HCPS labor

Cost for brochure paper and printing for the three pilot elementary schools:

- \$110

Operating costs: none, although the implementation and training required some HCPS staff resources.

Program Results

We chose pilot schools to represent our varied demographics and in so doing, we were able to monitor varied trends and product use. We were able to identify best practices in targeted audiences and communities. Now we are able to address strategies for maximum use among all stakeholders.

Parent feedback has been overwhelmingly positive; users like the portal's intuitive interface and the way it makes data easy to access. Parents are now able to access information with relative ease, whereas in the past they often had to wait for a paper report card or made a specific request to a teacher.

Similarly, teacher responses have been mostly positive. The portal's ease of use and the increased communication with parents are benefits most often cited by teachers. Also cited is the decreased demand on teacher time by not having to print interim report cards.

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Principals and teachers have expressed their appreciation for this pilot, and acknowledged the purposeful manner in which we have moved forward with the process.

Parent/Student Access Statistics

Parent/Student Mobile App Stats – Grades 2-5						
	Montrose ES	Montrose ES	Pinchbeck ES	Pinchbeck ES	Rivers Edge ES	Rivers Edge ES
	YTD	1 Day	YTD	1 Day	YTD	1 Day
Total sign ins by parents:	1,101	7	5,675	30	8,275	57
Total sign ins by students:	62	0	184	0	37	1
Total sign ins by parents and students combined:	1,163	7	5,859	30	8,312	58
Number of students whose records were accessed:	43/246 (17.47%)	3/246 (1.21%)	56/367 (15.25%)	18/367 (4.9%)	68/431 (15.77%)	26/431 (6.0%)
Avg. number of parent sign ins per day:	5.62	7.0	28.95	30	42.22	57
Avg. number of student sign ins per day:	0.32	0.0	0.94	0.0	0.19	1
Avg. number of parent and student sign ins per day combined:	5.93	7.0	28.89	30.0	42.41	58
Parent/Student Web Portal Stats – Grades 2-5						
Total sign ins by parents:	658	5	4722	37	9,522	78
Total sign ins by students:	45	0	612	0	271	4
Total sign ins by parents and students combined:	703	5	5334	37	9793	82
Number of students whose records were accessed:	88/246 (35.77%)	5/246 (2.03%)	218/367 (59.40%)	18/367 (4.90%)	354/431 (82.13%)	42/431 (9.7%)
Avg. length of parent visit (minutes):	7.2	3.3	6.1	6.5	6.1	6.6
Avg. length of student visit (minutes):	8.4	0.0	6.2	0.0	5.3	9.1
Avg. number of parent sign ins per day:	3.4	5.0	24.1	37.0	48.6	78.0
Avg. number of student sign ins per day:	0.2	0.0	3.1	0.0	1.4	4.0
Avg. number of parent and student sign ins per day combined:	3.6	5.0	27.2	37.0	50.0	82.0
Progress Reports Emailed to Parents – Grades 2-5						
Number of parents signed up to receive progress reports via email:	16 (17.4%)	16 (17.4%)	36 (20.2%)	36 (20.2%)	97 (29.2%)	97 (29.2%)

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Brief Summary

In the 15 years that Henrico County's middle and high schools have been using an online parent portal, teachers and school administrators have experienced a greater level of communication and transparency between schools and homes. The feedback gained from this pilot project portends similar advantages at the elementary level.

In an age of increasing demands on teacher and school time, the pilot program has afforded us the chance to move forward in a thoughtful and purposeful manner. It has granted us incredible insights and has minimized anxieties as we plan for full elementary implementation.

The collaboration between the HCPS Technology and Instruction departments (both elementary and secondary) has been a model for success. We were able to capitalize on our collective strengths and knowledge by examining the history of PowerSchool implementation at the secondary level. Throughout the pilot program period, the technology department worked to create the necessary structures for greater support. The department also worked hard to remain responsive to individual school needs. In like manner, the instructional leadership team provided the necessary perspective throughout the pilot. This teamwork led to the program's ultimate success.

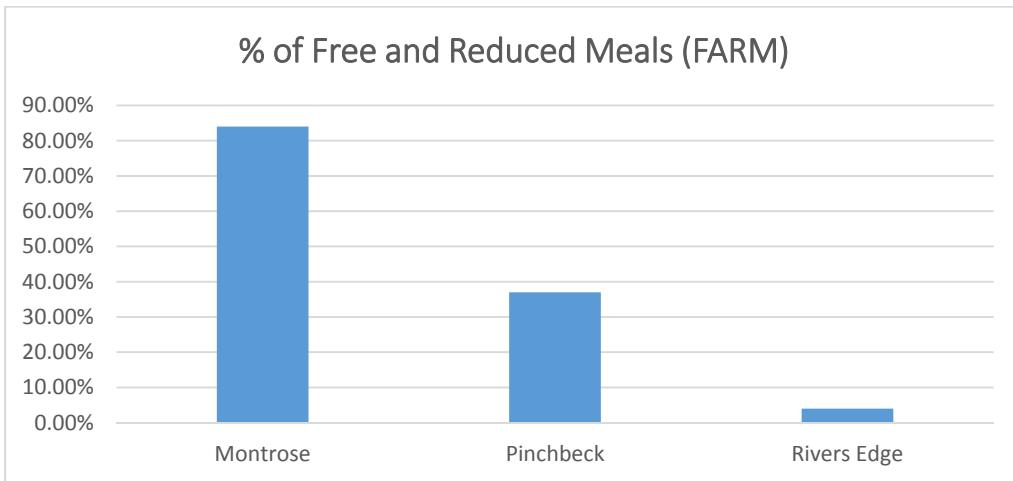
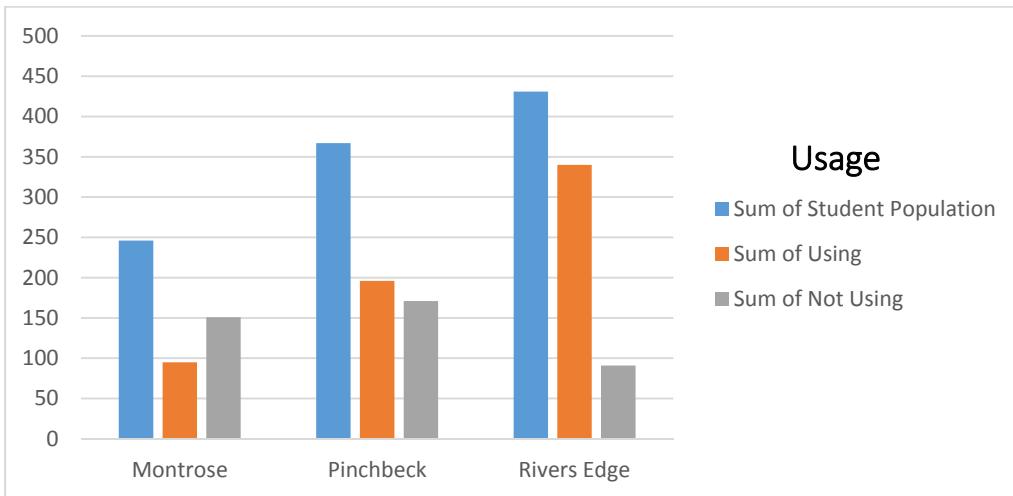
Supplemental Materials

- A test-user parent portal: Parent Instructions (PDF)
- Elementary parent portal guidelines given to principals about the portal-portal pilot program (PDF)
- An elementary school parent's view of the parent portal (PDF)

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- Presentation from the three pilot-school principals at the HCPS principal's meeting (PowerPoint)
- Statistical information (charts)
 - Montrose Elementary School: 246 students in grades 2-5 (84 percent of students receive free or reduced-cost lunch):
 - 95 families have set up accounts.
 - 151 families have not set up a portal account in PS
 - 39 percent are using the portal; 61 percent are not using it.
 - Pinchbeck Elementary School: 367 students in grades 2-5; (37 percent of students receive free or reduced-cost lunch):
 - 196 families have set up accounts.
 - 171 families have not set up a portal account in PowerSchool.
 - 54 percent are using the portal; 46 percent are not using it.
 - Rivers Edge Elementary School: 431 students Grades 2-5; (4 percent of students receive free or reduced-cost lunch):
 - 335 families have set up accounts.
 - 91 families have not set up a portal account in PS.
 - 79 percent are using the portal; 21 percent are not using it.

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Elementary Parent Portal

K-1

The grading scale at K-1 is intended to be developmental in nature and to engender a conversation between the child's caregivers around where the child is currently along a continuum of milestones within a range rather than a comparison of a child's performance of a task to a pre-determined competency level. In addition, the tasks at Kindergarten and First Grade are communal in nature and often based upon careful teacher observation of skill development which are less easily translated in an electronic environment.

Therefore, HCPS has made the determination that "grades" for K-1 will not be part of the Parent Portal process. Kindergarten and First Grade teachers will have equitable responsibility to their peers to provide parents with information regarding a child's progress but will do so through work samples and parent meetings as described below.

Teacher Guidelines

HCPS has developed a set of exemplars for each of the 4 points along the grading scale for each content area. These exemplars will be provided electronically for comparative and division norming purposes.

Kindergarten and First Grade teachers will produce a minimum of 10 "grades" of student skill development each grading period (every 9 weeks) for each content area. *****The exception to this requirement is the 1st Nine Week Grading Period for Kindergarten. As a child's first experience with school, it is the primary responsibility of the teacher to build a trust relationship with the child, establish school structure routines and support development of the social-emotional skills that will be crucial to success. In honoring this process, the requirement for "grades" during the 1st Nine Week Grading Period for Kindergarten is 5 per content area.***

"Grades" may be obtained from oral recall, teacher observation, student approximation of a demonstrated skill, work sample, written assessment, etcetera. It is important to remember that "grades" at this developmental level translated simply into student attempts to master a skill and achieving closer and closer approximation. "Grades" should not be limited to worksheets, tests and formal, summative assessment.

K-First Grade teachers will provide information to parents via work samples each Nine Weeks. These work samples may be delivered as produced and as feedback is given or shared with parents at the Parent-Teacher Conference.

Written interim reports will continue to be produced for Kindergarten and First Grade students to inform parents of student progress.

Parent Guidelines

Parents will receive a copy of the HCPS Grading Scale with descriptions of criteria for each of the 4 points along the grading scale in each core content area.

Parents will receive a minimum of 10 work samples/assessments during each grading period per content area. *(See K exception for 1st Nine Week Grading Period above). These may be provided as completed or collectively at the parent/teacher conference.

Questions regarding assignments will be directed to the teacher first and escalated to the principal if necessary.

2nd -5th

The primary purpose in grading students is to provide feedback on their performance for growth. The sharing of that information with parents is a method for accelerating that growth through partnership. It is important to maintain the focus on the mission of growing students from a basis of positive trust and support.

Teacher Guidelines

All 2nd-5th Grade teachers will utilize the HCPS 10-point grading scale as outlined in policy.

Grades will be posted a minimum of every 2 weeks.

10 grades per subject every Nine Week Grading Period.

It is important to note that grades should be derived from a variety of sources beyond traditional summative assessment. Grades should reflect a range of opportunities for a student to demonstrate application of a skill in multiple ways; collaborative projects, independent research, demonstration with teacher observation, oral argument, experimentation, formative assessment, peer review, etcetera.

The explanation of the assignment resulting in a grade should contain only categorical information (ie: worksheet, quiz, group project, research paper, debate, etcetera)

All interim grades shall be provided electronically unless requested in print by the parent.

Parent Guidelines

Parents can expect that grades will be available on-line the Monday of each 2 week period.

Questions regarding student grades should be directed to the student's teachers. *Please note that the teacher's primary responsibility is educating your child and that time spent in documentation is time spent away from preparing your child's instructional program. Thus, please be mindful that this site will NOT contain detailed explanations of process and product. Please reserve those questions for the parent teacher conference.

Questions regarding Parent Portal operation should be directed to the school's Parent Portal representative. Parents will be provided this information during Parent Portal sign up and demonstration.

Parents will NOT receive printed interim reports unless they provide the principal with a request.

When a parent or student logs into the Portal, this is their intial screen. **LINKS** are on the left side of the screen and are used to navigate around the portal.

Grades and Attendance will provide the following information. (By clicking on the letter grade or percent, it will drill down to the actual assignments that were scored. Grade Columns will be noted as: Q1, Q2, Q3, and Q4. Columns will become visible as each marking period begins.)

Navigation

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- [Grade History](#)
- [Email Notification](#)
- [Class Registration](#)
- [School Information](#)
- [My Schedule](#)
- [Account Preferences](#)
- [Access Logs](#)
- [Transportation](#)

- District Code
MXZM
- [Download on the App Store](#)
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Grades and Attendance:

Click Here to see a list of all your students past assignments for this term.

Attendance By Class																
Exp	Last Week					This Week					Course	Q1	Q2	Q3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
HR(PER)				A							5th Grade Homeroom	0	--	--	1	0
1(PER)											5th Grade English	A	B	--	0	0
2(PER)											5th Grade Math	B	A	B	0	0
3(PER)											5th Grade Reading	C	D	C	0	0
4(PER)											5th Grade Science	B	B	--	0	0
5(PER)											5th Grade Social Studies	A	A	--	0	0
6(PER)											5th Grade Art	S	S	--	0	0
7(PER)											5th Grade Music	S	S	--	0	0
8(PER)											5th Grade Health	A	S	--	0	0
9(PER)											5th Grade Work Habits	N	N	--	0	0
10(PER)											5th Grade Conduct	N	S	--	0	0
Attendance Totals												1	0			

Grade History – Allows the parent to see grades from previous school years.

Grade History:

		Grade History				Standards Grade History							
		2014-2015		2015-2016									
Course		Q1		Q2		Q3		Q4					
		Grade	%	Cit	Hrs	Grade	%	Cit	Hrs	Grade	%	Cit	Hrs
4th Grade Art ART4 7(A)		S	2	0	S	2	0	S	2	0	S	2	0
4th Grade Conduct CON4 11(A)		S	2	0	N	1	0	S	2	0	N	1	0
4th Grade English ENG4 2(A)		C	71	0	D	68	0	D	65	0	D	67	0
4th Grade Health HPE4 9(A)		S	2	0	S	2	0	S	2	0	S	2	0
4th Grade Homeroom HR4 1(A)			0	0		0	0		0	0		0	0
4th Grade Math MATH4 3(A)		C	73	0	B	82	0	F	60	0	C	79	0
4th Grade Music MUS4 8(A)		S	2	0	S	2	0	S	2	0	S	2	0
4th Grade Reading READ4 4(A)		D	66	0	D	65	0	C	71	0	D	65	0
4th Grade Science SC4 5(A)		C	71	0	C	72	0	C	72	0	C	72	0
4th Grade Social Studies SS4 6(A)		C	71	0	D	69	0	C	75	0	C	79	0
4th Grade Work Habits WH4 10(A)		N	1	0	N	1	0	N	1	0	N	1	0

Email Notification – Allows the parent to setup email notifications.

Email Notifications:

What information would you like to receive?

Summary of current grades and attendance
 Detail report showing assignment scores for each class.

How often?

Email Address

Additional Email Addresses
(separate multiple email addresses with commas)

Apply these settings to all your students?
 Send now for

Class Registration – Allows the parent to access Course Recommendations for the following school year.

School Information

School Information

School Information			
School Name:	Montrose Elementary School		
School Address:	2820 Williamsburg Rd Henrico, VA 23231		
School Phone:	804-226-8765		
School Fax:	804-226-8771		
School Principal:	Mr. Theodore Durniak		
Principal's Phone:	804-226-8765		
Principal's Email:	tdurniak@henrico.k12.va.us		
Assistant Principal:			
Assistant Principal's Phone:			
Assistant Principal's Email:			
Attendance Secretary's Email:			
Registrar's Email:			
Map:	No school map available.		
Term	Start Date	This Year's Terms End Date	# School Days
Quarter 1 (Q1)	09/08/2015	11/10/2015	43
Quarter 2 (Q2)	11/11/2015	01/29/2016	40
Quarter 3 (Q3)	02/01/2016	04/15/2016	48
Quarter 4 (Q4)	04/18/2016	06/17/2016	44

My Schedule – Displays the student's schedule.

Student Schedule

Enrollments for current school year.													
Day	Terms	HR	1	2	3	4	5	6	7	8	9	10	
			5th Grade Homeroom HR5.52	5th Grade English ENG5.52	5th Grade Math MATH5.52	5th Grade Reading READ5.52	5th Grade Science SC5.52	5th Grade Social Studies SS5.52	5th Grade Art ART5.52	5th Grade Music MUS5.52	5th Grade Health HPE5.52	5th Grade Work Habits WH5.52	
PER	15-16	S2	Q3	HR(PER) 15-16	1(PER) 15-16	2(PER) 15-16	3(PER) 15-16	4(PER) 15-16	5(PER) 15-16	6(PER) 15-16	Music 7(PER) 15-16	Gym 8(PER) 15-16	9(PER) 15-16
												10(PER) 15-16	

Account Preferences – Allows the parent to modify their username, password or email address.

Account Preferences - Profile

[Profile](#) [Students](#)

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email:	<input type="text"/>
Select Language:	<input type="button" value="Select a Language"/>
Username:	<input type="text" value="tkmarkow"/> Edit
Current Password:	<input type="password"/> Edit
Cancel Save	

Access Logs – Displays a summary of how many times the portal account has been accessed.

Parent / Student Access Summary

Parent Access Summary			
Date	Time	Accessed By	Duration (minutes)
1. 09/28/2015	01:13 PM	<input type="text"/>	0.08
2. 08/21/2015	10:33 AM	<input type="text"/>	0.10
3. 08/21/2015	10:39 AM	<input type="text"/>	3.04
4. 08/21/2015	10:52 AM	<input type="text"/>	6.47
Student Access Summary			
Date	Time	Duration (minutes)	
1. 02/10/2016	10:04 PM	20.52	
2. 02/10/2016	06:31 PM	10.52	
3. 01/30/2016	12:23 PM	0.33	
4. 01/30/2016	12:33 PM	10.07	
5. 09/23/2015	10:22 AM	1.82	

Transportation – Displays morning and afternoon student bus route information.

Transportation Information:

Bus Routes

Data Last Refreshed: 02/20/2016

AM/PM	Bus Number	Run Description	Stop Description	Stop Time
AM	823E	TO MONTROSE ELEMENTARY	2104 OREGON AV	06:59 AM
PM	823E	FROM MONTROSE ELEMENTARY	2104 OREGON AV	02:36 PM

Zone Office

Your child's transportation Zone Office is identified by the letter(s) at the end of the bus number

Bus Number Suffix	Zone Office
e	Zone 1 - East Area
n	Zone 2 - North Area
nw	Zone 3 - Northwest Area
w	Zone 4 - West Area
ne	Zone 5 - Northeast Area

[Click here](#) to contact your Zone Office with any questions or concerns you may have.

Disclaimer: HCPS makes all efforts to provide accurate and up-to-date transportation information. HCPS will assume no liability for errors or omissions. Routes are updated daily. If you feel the information provided is not accurate, please contact your school Counseling Department to obtain a School Bus Transportation form.



Student/Parent Portal

Creating Connections Between Home and School

Support Resources for Parents:

<http://henricoschools.us/powerschool/>

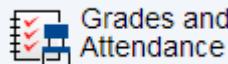
<http://blogs.henrico.k12.va.us/it/parents/>

PowerSchool Parent Portal is a powerful, easy-to-use, secure communication tool connecting teachers, parents, and students. Using Pearson's PowerSchool student information system, the Parent Portal allows collaboration to improve student achievement. Online access to grades, attendance, and assignments makes it easier for parents, teachers, and students to accurately monitor, identify, and accelerate student progress.

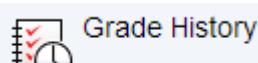
PowerSchool Parent Portal will allow parents/guardians with more than one child to access all of their children at one time with one login and password. This will also allow both parents/guardians to have separate accounts for their child(ren). Students will log in using their HCPS username and password.

Any parent who created a Portal account last year, including during last year's course recommendation window, will continue to use that same account. User names and passwords have not changed on any parent accounts created last school year.

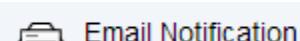
Portal Features



This feature displays comprehensive information about student grades and attendance for the current term. ****Please note: You may see a discrepancy between the Class Attendance and Day Attendance values. Day Attendance values are from the school's Attendance Office and are considered a part of the student's official record.**



This feature displays student quarter and semester grades for the current term.





This feature displays any comment(s) that a teacher has attached to a report card grade.



School Bulletin

The School Bulletin page serves as a message board for HCPS district-related information.



Class Registration

This feature provides parents of rising 6th-12th graders the ability to manage course requests during the school's course recommendation window.



School Information

This feature displays school information such as school name, phone number and address.



Account Preferences

This feature provides the ability to manage parent account information, including name, user name, password and email address. This feature would also be used to add additional children to your existing parent account.



Access Logs

This feature displays a summary of how many times a user's portal account has been accessed. The date, time and duration of each login is noted.



My Schedule

PARENT INSTRUCTIONS – HOW TO CREATE A BRAND NEW POWERSCHOOL PORTAL ACCOUNT

1. Go to <https://sis.henrico.k12.va.us/public>
2. Click the Create Account tab
3. Click the Create Account button
4. Under Create Parent Account, enter your First Name, Last Name, and Email.
5. Enter your desired Username. Your Username must be unique. If the name you choose already exists, you will be prompted to enter a different one.
6. Enter your desired Password. Password must:
 - Be at least 7 characters long
 - Contain at least one uppercase letter
 - Contain at least one lowercase letter
 - Contain at least one number
 - Contain at least one special character (Example: ! or #)
7. Re-enter your Password
8. Under Link Students to Account, enter the Student's First and Last Name in the Student Name box. Be sure to leave a blank space in between.
9. Enter the Student Number. The Student Number can be found on multiple documents, such as report cards and student information records. Please contact the student's school if you do not have this information.
10. Enter the student's first initial (lower case), middle initial (lower case), last initial (lower case), and birthday (Example: John A. Doe with birthday of June 2, 2002 would be entered jad20020602)
11. Enter your relationship to the student
12. Repeat steps 9-12 for multiple students
13. Click Enter

PARENT INSTRUCTIONS – HOW TO LINK STUDENT(S) TO EXISTING POWERSCHOOL PORTAL ACCOUNT

1. Go to <https://sis.henrico.k12.va.us/public>
2. Type in your Username, Password, and click Sign In
3. Under the Navigation menu on the left, click Account Preferences
4. On the Account Preferences – Profile page, click the Students tab
5. Click the Add button
6. In the Student Name box, enter the Student's First and Last Name. Be sure to leave a blank space in between.
7. Enter the Student Number. The Student Number can be found on multiple documents, such as report cards and student information records. Please contact the student's school if you do not have

Powerschool Parent Portal

Never fear the Pilot schools are here!
Pam James, Ted Durniak, Sarah Modrak

Glows and Grows

❖ Glows

- Parent portal has been a painless process.
- We've had little complaints from parents.
- Amy Baer is amazing with tech support when there are issues!

❖ Grows

- The largest challenge in registering has been the confusion of having to use initials and birthdate or knowing the student registration number.
- There are some challenges with HCPS being able to control what is seen on the Powerschool App versus on the computer. This has impacted some of our decision making.
- There is a need for translated directions.

Beginning of the School Year

❖ August

- Send home registration information with back to school letter (brochure and School Messenger)
- Be clear when the opening date for registration is and what information parents need
- Have registration computers available during open house (resource teachers are great to man this)
- Train teachers on expectations for entering grades and showcase the Portal through the eyes of a parent
- Assign a Parent Portal representative
- Review trouble-shooting tips with front office

Beginning of the School Year

❖ September

- Communicate clearly to parents the school's procedures for uploading grades and the opening date of Powerschool
- Continue to remind parents to register through newsletters, school messengers, Back to school night, etc. Including a hyperlink through a School Messenger helped provide direct access

Interims

- ❖ As this time approaches, share with teachers what families have not registered. It is another good time to make a push for registration.
- ❖ Send letter to parents reminding them they will not receive a paper interim.

Report Cards

- ❖ Conferences are another good time for teachers to get parents to register.
- ❖ When the storing process takes place, parents can see everything on Powerschool including the comments.
- ❖ PE, Art, and Music grades are displayed as an S (2%)