

Power School Parent Portal Use Instructions

Parents, please find attached your user name and password in order for you to be able to login to the Parent Portal of Power School.

Parents may have access to the PowerSchool Parent Portal by accessing the following site: <http://ps.spartanburg4.org>.

Enter your username and password as provided on the attached sheet. Please note that you will have to reset your password upon your first use. Also, please note that there are no spaces in your username or password and text is in lower case letters.

Note that all children for whom you requested a login have their names listed on tabs in the upper left corner of the page. Click on the tab for the specific child.

Please note that your student's average will appear for each course under grades and attendance. You may click on the blue number which indicates your child's average and you will be able to see scores for individual assignments.

Please refer to the acceptable use policy as a reminder that the information in the Power School Parent Portal **may be tentative**. At their discretion, teachers may drop the lowest grade, add bonus points, allow for retests, curve grades, and utilize many other options in efforts to promote learning and motivate students. Each teacher establishes his/her own weighting system for his/her individual grading. For example, some classes may not offer projects or research assignments while others will. Such assignments will require a longer processing/grading time. Typically however, grades will be updated weekly for routine assignments. Also, please understand that make-up work may not be included until the end of the grading period.

Throughout the year, administrative processes will be run to compute student grade point averages, calculate attendance, etc. Please understand that the settings in Power School dictate the display of the GPA. Therefore, you will see changes in the GPA, depending upon the nature of the GPA calculated. Sometimes the GPA will appear as the cumulative GPA while at other times it may appear as a semester GPA. **Please remember that the Parent Portal is NOT the official record.**

Parents may set up your account and request email notification of information regarding your child. Please note, however, that no school maintains a lunch account or other fee accounts through PowerSchool. Therefore, any information you receive in email notifications from Power School regarding fees is incorrect. Fees are maintained through other pre-existing programs and are not available through the Parent Portal.

Please contact your school principal with questions regarding the use of the Parent Portal.