



# PowerSchool Parent Access

## HOLLY SPRINGS SCHOOL DISTRICT



### A Guide to Access Student Information on the Internet

## Introduction

Parents and students of Holly Springs School District are able to view student progress through PowerSchool, the District's student information system. PowerSchool is used to schedule, take attendance, store grades, produce transcripts, report cards, and more. PowerSchool "brings together teachers, students, parents and administrators" in an easily used web-based data system.

Parent/student access to PowerSchool will be by unique login ID (Username) and password. For families with more than one child in the District, a separate parent username and password will be provided for access to each child's information. If you did not receive or you lose your username and password, please contact the District technology department at powerschool.hssd.k12.ms.us. Login ID's and passwords will not be given out over the phone to protect the confidentiality of your son/daughter's information. Additionally, you may contact your school counselor and he/she will mail you a new letter containing you log in formation.

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## PowerSchool features

Parents can access the following information via PowerSchool:

- grades and attendance
- grades history
- attendance history
- email notification
- teacher comments
- discipline logs
- school bulletin
- class registration
- class calendars

*Please refer to the PowerSchool top menu icons for access to the described sections.*



## How to get to PowerSchool

Parents and students may access PowerSchool from the district's website located at [www.hssd.k12.ms.us](http://www.hssd.k12.ms.us). Then click on Powerschool (Parents). You will automatically see the screen below.

**Step 1** – Enter your username and password. Be careful that you are entering the correct information. If your login contains an O or 0 (oh or zero) or a 1 or l (one or "eye"), it can be easy to enter the wrong letter. Notice that O's are wider than zeroes, and one's and l's are different on the top. Also, please note that username and password are not case sensitive. Caps and lower case can be ignored.



The image shows the PowerSchool login interface. At the top is the PowerSchool logo, which consists of a red apple icon followed by the text "PowerSchool". Below the logo is a login form with two input fields: "Username" and "Password". Below the password field is a link that says "Forgot your member name or password?". At the bottom of the form is a blue "Enter" button.

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**Step 2** – You're in! PowerSchool is very easy to navigate once you are in the system. Your home page will look like this:

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Grayslake Central High School - Grayslake Community High School District 127

PowerSchool

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments

### Grades and Attendance

Attendance By Class

Exp	Last Week					This Week					Course	Q1	S1	Q3	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F							
1(A)											Language & Comp AP Austin, Anna C	B+				0	0
2(A)											US History AP Fischer, Rita C	B+				0	0
3-4(A)											Biology AP O'Connor, Kevin C	A				0	0
5(A)											Jr. Study Hall Zubert, Dustin C					0	0
6(A)											Jr. Study Hall Olson, Chuck C					0	0
7(A)											Calculus AP (AB) Armes, Dan C	A				1	0
8(A)											Spanish IV Honors Wolffinger, Heather C	A-				1	0
<b>Attendance Totals</b>															2	0	

Current weighted GPA (Q1):  
Show dropped classes also

Attendance By Day													
Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	S1	YTD	S1	YTD
										0	0	0	0
<b>Attendance Totals</b>										0	0	0	0

Legend  
Attendance Codes: Blank=Present | T=Tardy | A=Absent | E=Excused | U=Unexcused | D=Doctor | N=Home Nurse | F=Family Emergency | L=Need Doctor Note | I=In School Suspension | C=College | S=Out of School Suspension | M=Multiple In School Suspension | V=School Activity | R=Truant | H=Homebound | J=Incarcerat | O=Court | P=Multiple Out of School Suspension | B=Building Absence |  
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

Print Page

## Grades and Attendance

The first page you will see is the Grades and Attendance page that displays the **last two weeks attendance** as well as the classes in which your student is currently enrolled along with the **current grade for the term**. If you click on any of the **“blue”** links, you will be able to see additional information. *Clicking on the grade in each class will provide you with a list of daily assignments, tests, and homework that you son/daughter has been assigned to do. (SEE PAGE 5 FOR GRADING NOTICE AND GRADE SCALE EXPLANATION)*

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Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments

### Class Score Detail

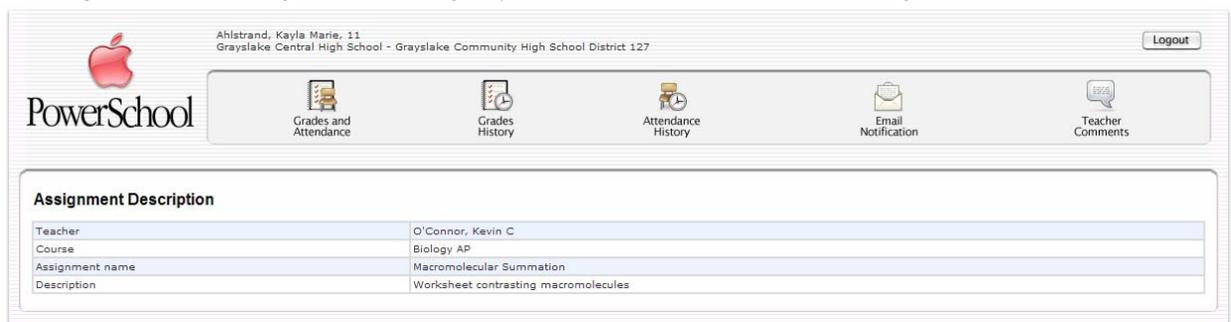
Course	Teacher	Expression	Final Grade
US History AP	Fischer, Rita C	2(A)	B+

Due Date	Category	Assignment	Score	Grd
08/22/2006	HW	Chapter 1 Packet	10/10	A+
08/22/2006	HW	Chapter 2 Packet	9/10	A-
08/22/2006	HW	Chapter 3 Packet	3/3	A+
08/22/2006	HW	Chapter 4 Packet	10/10	A+
08/22/2006	HW	Chapter 5 Packet	10/10	A+
08/22/2006	HW	Chapter 6 packet	9/10	A-
08/22/2006	HW	Zinn	27/28	A
09/08/2006	HW	Unit 1 IDs	19/20	A
09/08/2006	HW	Colonies worksheets	6/6	A+
09/08/2006	HW	Document Packet	16/16	A+
09/08/2006	TESTS	Unit 1 Multiple Choice	57/70	B-
09/12/2006	HW	Chapter 7 packet	10/10	A+
09/13/2006	TESTS	Unit 1 FRQ	40/50	B-
09/13/2006	HW	Issues Reflections	10/10	A+

Grades last updated on 9/27/2006

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Clicking on a "blue" assignment link will give you further information about that assignment.



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Logout

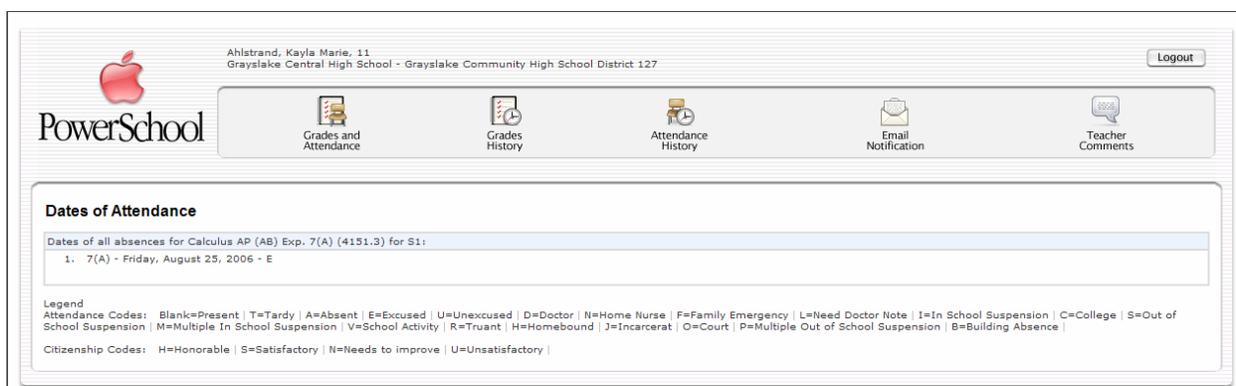
Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments

### Assignment Description

Teacher	O'Connor, Kevin C
Course	Biology AP
Assignment name	Macromolecular Summation
Description	Worksheet contrasting macromolecules

## Absence

Clicking on the absence total will give you information regarding the day or period absence.



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Logout

Grades and Attendance | Grades History | Attendance History | Email Notification | Teacher Comments

### Dates of Attendance

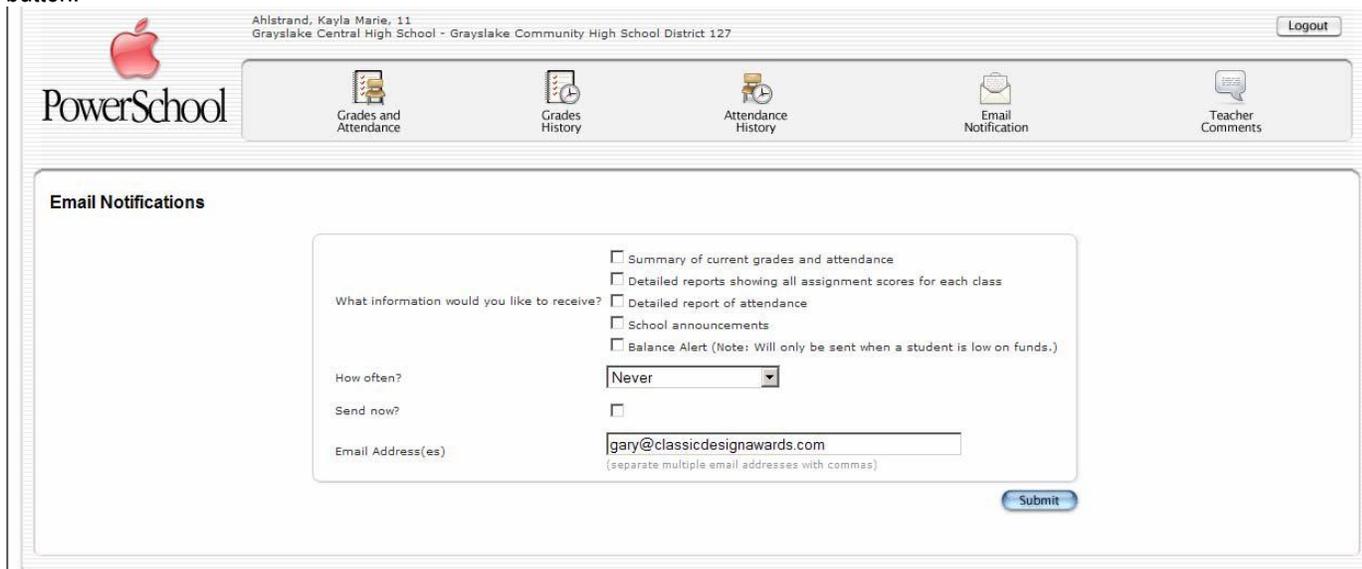
Dates of all absences for Calculus AP (AB) Exp. 7(A) (4151.3) for S1:

- 7(A) - Friday, August 25, 2006 - E

Legend  
Attendance Codes: Blank=Present | T=Tardy | A=Absent | E=Excused | U=Unexcused | D=Doctor | N=Home Nurse | F=Family Emergency | L=Need Doctor Note | I=In School Suspension | C=College | S=Out of School Suspension | M=Multiple In School Suspension | V=School Activity | R=Truant | H=Homebound | J=Incarcerat | O=Court | P=Multiple Out of School Suspension | B=Building Absence |  
Citizenship Codes: H=Honorable | S=Satisfactory | N=Needs to improve | U=Unsatisfactory |

## Email

Email Notification tool allows parents to select particular pieces of information to be sent automatically via email to any valid user-specified email account. You may select what information you want to receive and how often you want to receive it. Type in your email address (separate multiple email addresses with a comma) and click on the Submit button.



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Logout

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### 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
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

Send now?

Email Address(es)   
(separate multiple email addresses with commas)

Submit

## Teacher Comments

This section shows the most recent comments submitted with report cards. As with other sections of PowerSchool, it is possible to click on the teacher's name to send that teacher an email (applies to computers with installed email software like Outlook or Outlook Express). **YOU ARE ALSO ABLE TO VIEW DISCIPLINE LOGS FOR YOUR STUDENT.**

Per.	Course	Teacher	Comment
1	No 1st Period Class	No Class	
2	Social Issues - spring section	Norstad/Culver, Cathie	
3	Intro to Computers-spring	Mistead, Roderick	
Advsry	Advisory	Mistead, Roderick	
4	Spanish 4	Quinn, (Mary)Jane	ENJOY HAVING STUDENT IN CLASS. WORKS HARD.
5	ACADEMY 20th Century Literature	Deharty, Greg	
6	ACADEMY Economics	Frank, Eva	
7	ACADEMY Drama 6 (Adv-Int)	Hauszmann, Rebecca	
	ACADEMY Digital Communications	Kueyer, Steve	

Print Page 

## Class Registration

Use this page to request classes for the next year (available 2<sup>nd</sup> Semester) and to view any existing course requests.

1. On the main menu click Class Registration. The "Class Registration" page appears.
2. Do one of the following:
  - Select the course(s) that you want to request for the next enrollment period. Click Submit. The "Current Course Requests" page appears.
  - Click "View Current Course Requests" page appears and displays any current course requests.

**Step 3** – The logout button in the top right corner of any page will log you out of the PowerSchool server, and return you to the login page. If you access PowerSchool from a public computer, make sure you log out of the system and quit the web browser completely.

## Final Points

- Grades may be posted at anytime during the term, but teachers will update their grades in PowerSchool every two weeks.. ***PowerSchool displays real-time viewing of teacher gradebooks at that time. They do not necessarily represent true grade data, but insight into recorded scores at that time.***
- Attendance is updated daily.
- **Protect your ID and password!**

## If You Have Questions.....

**About the site** – Contact the technology department at powerschool.hssd.k12.ms.us or 662-252-2183.

**About a grade** – Contact the teacher via the PowerSchool email link or call (662) 252-4371 for the High School, (662) 252-7737 for the Jr. High School, (662) 252-2183 for the Intermediate School, or (662) 252-1768 for the Primary school

**About attendance** — Contact the attendance office at your child’s school.

**About a password** — Contact powerschool.hssd.k12.ms.us

## Grading Notice:

Please be aware that teachers will make every attempt to post their grades in PowerSchool in a timely manner, generally every two weeks. In addition, some assignments may not be posted until the end of the quarter. Therefore, your child’s average grade and percentage to date may not be accurately calculated in PowerSchool until the end of the grading quarter, when all grades are posted and reflected in the final average.

### HSSD GRADING SCALE

Test.....	50%
Nine Weeks Test.....	25 %
Daily Work .....	15
Homework .....	10%
-----	
Final Average	100%

**EXAMPLE:** Johnny’s grades average to be 70 on test, 90 on daily grades, 100 on homework, and 80 on nine weeks test. So....

Test = 70  
Nine Weeks = 80  
Daily Grade= 90  
Homework=100

$$(70*.50) + (80*.25) + (90*.15) + (100*.10) =$$
$$35 + 20 + 13.5 + 10 =$$
$$78.5 \text{ or } 79$$