Chester County School District
PowerSchool Parent Portal

Instructions for accessing student Grades and Attendance

PowerSchool is the student information system provided by the state and used by all schools in South Carolina. PowerSchool is used for student demographic information, scheduling, attendance, storing grades, discipline, and more.

Parents/guardians of district students may access student’s grades and attendance for grades 3-12 online at any time through the PowerSchool Parent Portal.

Instructions for logging in and accessing student information can be found below.

Logging on to PowerSchool Parent Portal

The PowerSchool Parent Portal is web-based and can be accessed from any computer with internet access. Compatible web browsers include: Internet Explorer 8, Firefox, Safari and Chrome. The PowerSchool Parent/Student Portal can be found by selecting the link on the High Schools parent web page.

Security
The PowerSchool Parent Portal requires a unique username and password to access individual student information. There will be one student access code and password assigned for EACH student in the family.

![PowerSchool Login](image)

Create an Account
Create a parent/guardian account that allows you to view all of your students with one login account. You can also manage your account preferences. [Learn more]

[Create Account]
Creating Account
Parents will need to visit the schools to receive their student’s access username and password before creating an account.

Click on Create Account

Create Parent/Guardian Account
Parent’s First Name
Parent’s Last Name
Parent’s Email Address: (Must have an email address to complete the creating account process)
Desired User Name: (Username can NOT be an email address or have special characters (@,#,$,&,* etc.) and must be at least 6 characters long)
Password: Password must be 6 characters long and can NOT have special characters (@,#,$,&,* etc.)
Remember Username and Password – This is what you will use to enter Parent Portal.
Link Students to Account

Here is where you will need the Student Access ID and Access Password that you received from your student’s high school. You should have one for each student.

Enter Student’s Name (First and Last Name)
Access ID: (received from school)
Access Password: (received from school)
Relation: Choose from dropdown.
Continue the above process until you have entered each of your students.
Click Enter.

If you successfully created an account, it will take you back to the first screen. From there you will use the username and password that you create to access Parent Portal.

**Toolbar**

Once the parent/guardian has successfully logged on, the application will open to the Grades and Attendance page. At the top of the page is a toolbar with several icons. This toolbar is used to navigate through the Parent Portal.
Grades and Attendance

Attendance:

A parent/guardian can get a real-time view of last week’s and this week’s attendance by period. Total absences by period for the current semester are also available. These absent and tardy totals are clickable, and when clicked on will show the dates of each attendance event.

Grades:

A parent/guardian can also view the cumulative grade for each course in which the student is currently enrolled. This view provides a summary detailing exactly where a student stands in each course area for the current semester. These are live grades as they exist in the teacher’s grade book. The grade, in blue is a clickable link that when clicked, will display the individual assignments that contribute to this grade. The teacher’s name, also in blue, is a clickable link to the teacher’s email.
As we finish each quarter and semester, historical grades will become available to parent/guardians and students by clicking on the grades history icon.

Grades History

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Attendance History

This option allows parent/guardians or students a quick view of attendance history for the current term.
Email Notification

Parent/guardians may elect to have email notifications sent to them. By clicking on the Email notification icon they can schedule when they would like to receive emails and in what format they would like the information. Students will not see this icon when logged in through the student account.

Parent/guardians select the check box by the information they wish to receive, select how often they would like to receive the information and enter the email address to send the information to. Multiple email addresses may be entered by separating them with a comma. Click the submit button to save these changes. To stop receiving these emails, simply return to the email notification screen, uncheck the boxes and click the submit button.

IMPORTANT NOTICE: When receiving these reports by email, replying back is not a valid option as the email will be sent back to an unmonitored mailbox. Instead, parent/guardians should return to the Grades and Attendance screen and click on the teacher’s name. This will bring up their email program with the teachers email address pre-filled.

Teacher Comments

Use this page to view any comments that teachers entered.
School Bulletin

Use this page to view the high school’s home page.

Class Registration

We do not do online registration at this time.

My Calendar

To serve as a reminder, my calendar will display assignment and test dates created in the teacher grade.

Print Page

Several pages in PowerSchool Parent Portal display a printer icon at the bottom of the page. Click this icon and a printer-friendly version of the page displays in a secondary browser window.

Logout

You can log out of PowerSchool Parent Portal from any page in the application.

Note: If you are not actively working in PowerSchool Parent Portal, your session may timeout. If so, you need to log in again.