Navigating PowerSchool for Parents

Step 1: Visit the Ecole Sifton School Website

Step 2: Bottom of the homepage you find the Red Blocks--> select **PowerSchool Parent Portal**

French Immersion Program	Powerschool Parent Portal	Permission Forms/ Online Payments & Ordering
School Engage Online Registration Grade K-5	Student Absent Contact	École Sifton Learning Commons
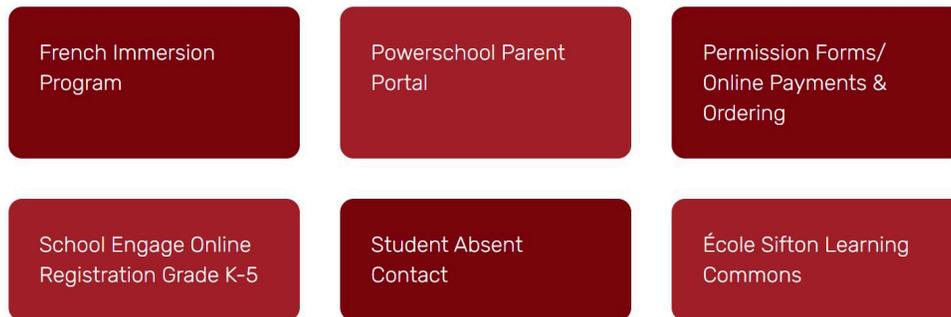
Step 3: You will find the PowerSchool Login Screen

Step 4: Log into PowerSchool. Username is **Firstname.Lastname**

Once you have logged into the webpage, your children will be listed on the top left. The grey menu on the side shows you available options to explore. Just make sure you select a child from the top left (*shown as 1, 2 & 3*)

PowerSchool SIS

1 2 3

Navigation

- Grades and Attendance
- Class Assignments
- Grade History
- Historical Grades
- Email Notification
- Teacher Comments
- Forms
- My Schedule
- School Information

Grades and Attendance: Student's Name

| Grades and Attendance | Standards Grades |

				Attendance By Class				
Exp	**Last Week** M T W H F	**This Week** M T W H F	**Course**	**S1**	**S2**	**Y1**	**Absences**	**Tardies**
AM-PM(1-5)			Gr 1-2 Home Room ⊞ Email _____ - Rm: 2E	[i]	[i]	[i]	0	0
ELE(1-5)	. . . . .	. . . . .	Learning Behaviour - Participation ⊞ Email _____ Rm: 4	[i]	[i]	[i]	0	0
ELE(1-5)	. . . . .	. . . . .	Learning Behaviour - Social Resp ⊞ Email _____ - Rm: 4	[i]	[i]	[i]	0	0
ELE(1-5)	. . . . .	. . . . .	Learning Behaviour - Work Ethic ⊞ Email _____ - Rm: 4	[i]	[i]	[i]	0	0
ELE(1)			Gr 2 Social Studies	[i]	[i]	[i]	0	0

Step 5: The menu bar on the left hand side is how you will navigate within PowerSchool. Common used selections will be **School Fees and Forms--> located is the Permission Forms, Hot Lunch and School Fees** and **SchoolEngage--> Yearly Verification Form.**

School Fees and Forms -Student Quick Pay Webpage

By selecting this option in PowerSchool you will be taken to a different webpage. It should look like this on the homepage:

Choosing a Student under the Summary Header- allows you to view any fees or permission forms that need to be done for that Student. Permission forms and hot lunch will be listed at the bottom of the student page. There can be multiple headers such as New Items, Consent Forms & others.
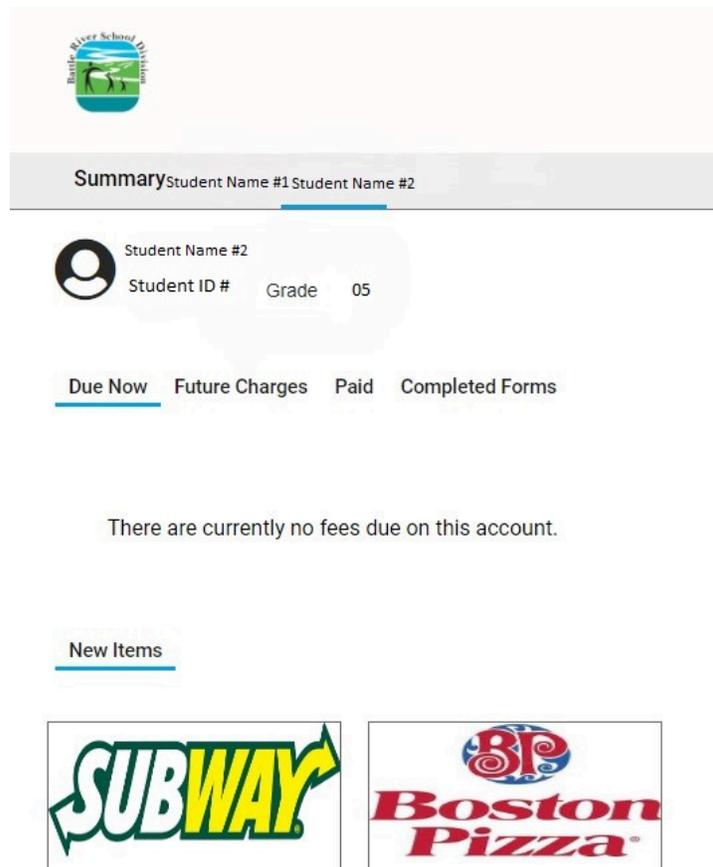
SchoolEngage

Selecting the SchoolEngage options in PowerSchool will take you to the webpage we use to registered new students or by doing the yearly Student Verification Form - this form is there to allow parents to make any changes to contacts and contact information for the students. This

form also helps inform the school of any medical concerns and by answering our FOIP and Technology Agreements in regards to students in our schools.