

# Parent Powerschool Portal

We need every HFE family (KP-6<sup>th</sup> gr) to sign up for Power Announcements in their Parent Powerschool portal – this is how school emergencies, cancellations & meal balances are communicated with you. There are various options that you can select once you log in to your account. You can use the same username/password as you used the previous year. All of our brand new students will be assigned a general parent username/password to first log in, where you can then create your own. Usernames and passwords for all new families will be sent home in your child's bookbag in August!

## FOLLOW THESE EASY STEPS!



### SIGN UP FOR LUNCH NOTIFICATIONS:

- ✓ Log in. On the left hand menu, click the "Email Notifications" button
- ✓ This will give you a list of different alerts that you can receive e-mails about
- ✓ Checkmark the bottom box "Balance Alerts" – this will automatically now send you an e-mail when your child's balance drops below \$10.00 – this is how you'll be notified if you are low on meal money!
- ✓ You may also checkmark any of the other boxes, such as Attendance or Grades, where Powerschool will send you reports about this for your child – you can then select in the drop-down box HOW FREQUENTLY you want to receive these reports
- ✓ You will also see that you can change or add a new e-mail address for reports and lunch balances to send to more than one address!
- ✓ Be sure to click the blue SUBMIT button for these settings to save changes!
- ✓ Also on the left hand menu, you can click "Balance" anytime for a list of meal transactions & for the current balance

### SIGN UP FOR POWERANNOUNCEMENTS:

- ✓ Log in. On the left hand menu, click the "PowerAnnouncement" button
- ✓ It will bring up a list of preferences – we need *all* parents to sign up in order to receive School Emergency announcements, such as school closings due to weather, or other emergency situations! This is *VERY important!*
- ✓ Select each box for how you want notified, such as an automated telephone call, a text message, or an e-mail (or all three/mixture of the three)
- ✓ Here, you can also add or change the phone numbers and e-mail addresses that the system will use
- ✓ You can also specify both the mother and father's cell phones and e-mail addresses so that both parents can be notified at work and/or home! **\*\*This would be very handy also for any split families so that both parents are aware!**
- ✓ If you click on the "Preferences By Message" category, you can sign up for notifications on your child's attendance, school cancelations, general announcements or student bulletins – at this time, we urge you to sign up for school cancellations and announcements! We do not use student bulletins, and attendance reports are optional!
- ✓ You are able to select how often you'd like a report on attendance & grades, such as daily, weekly, monthly, or never – some parents have loved this feature!
- ✓ You can also click the "Students" tab to add your other children to your parent account
- ✓ Be sure again to SAVE your changes before exiting Powerschool! THANK YOU!!!