

PowerSchool Parent Portal

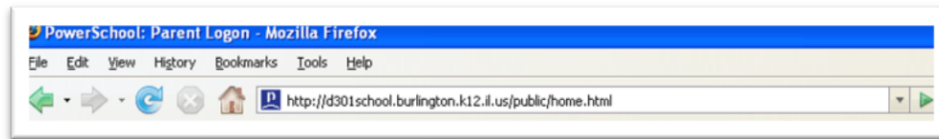
Central Community School District 301

Overview

PowerSchool is Central Community School District 301's student information system, which is used to record and track student records, grades, and attendance. This system provides a means for sharing attendance and grade information with parents. This guide details how to use the 'Parent Portal' of PowerTeacher.

Log into PowerSchool

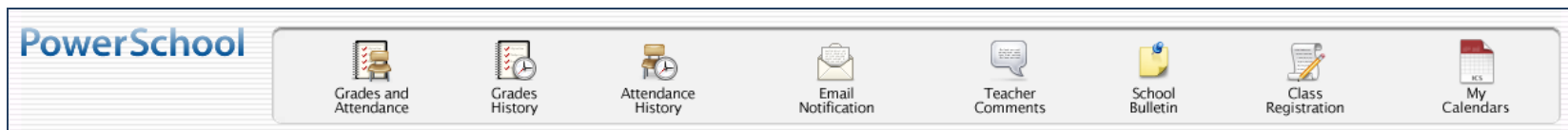
To access the login screen, proceed to the login page for CCUSD 301 PowerSchool Parent Portal at <http://d301school.burlington.k12.il.us/public>



Bookmark this page in your browser for future access. *Apple computers should use Safari or Firefox as the browser, while PC computers may use Internet Explorer or Firefox.*

The login name and password used to access your child's information is available through your child's main school office. If you have children in more than one school, you will need multiple usernames and passwords as you will have a parent login for each child.

The login screen for the PowerSchool Parent Portal. At the top, the "PowerSchool" logo is displayed in blue. 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. At the bottom of the page, there is a copyright notice: "PEARSON Copyright© 2005 - 2009 Pearson Education, Inc., or its affiliate(s). All rights reserved. www.PearsonSchoolSystems.com".



Once you login, each of the icons pictured at the top will bring you to a different page with your child's information. Blue colored text is considered a link. When clicked, it will take you to more detailed information. Click the PowerSchool logo [upper left] to return to the first screen. The following are brief descriptions of the options you will have:

Grades and Attendance:

Detailed attendance records for the last week and current week are shown. Click the total number of absences to view a detailed description of each absence. See the "Legend" at the bottom of the screen. Click the grade for the current term to view the assignments that determine the grade.

Grade History:

Final grades for the previous grading term are shown. Click the final grade percentage to view all assignments that determine the grade for a specific grading period. Please note: The teachers will make every effort to update grades on a weekly basis by Thursday evening.

Attendance History:

The attendance codes marked for the current grading term are shown.

Email Notifications:

To sign up for automatic email reports, select the information you would like to receive, how often you want it sent, and what email addresses to send the notifications. **For multiple email addresses separate with a comma and NO SPACES.** Email notifications are available for parent login only. We feel it is an important part of your student's education to learn how to communicate constructively with adults concerning issues that are important in their lives. Therefore, we ask that you encourage your child(ren) to communicate directly with their teachers on questions concerning grades, assignments, etc. If you have a concern or need that must be addressed directly with your child's teacher, please feel free to email them directly. To email your student's teacher, simply click on their name (in blue) on any of the screens. (Do not hit the reply button; this will NOT get your message to your child's teacher.)

Teacher Comments:

Comments that have been given by your child's teacher. Comments are separated by each subject and for assignments, when applicable.

There are several features on the website that will not be used:

My Calendars, Citizenship codes(not used in Illinois), Fees, and Class Registration. For school information, please visit the school web site or District 301 web site: www.burlington.k12.il.us.

Visit the Central Community Unit School District 301 web site to download the PowerSchool Parent Guide at www.burlington.k12.il.us