



BOSTON PREP

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# PowerSchool User Guide for Parents

Boston Prep Charter School

August 2024



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# PowerSchool User Guide for Parents

## Table of Contents

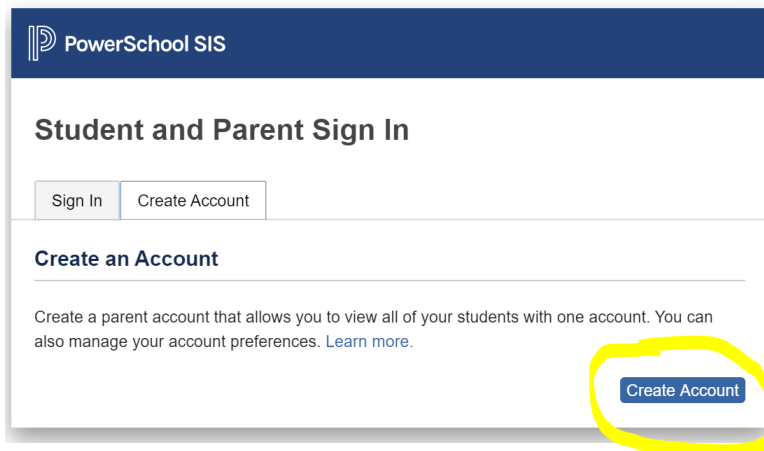
Creating your PowerSchool parent portal account.....	1
Navigating the PowerSchool Parent Portal .....	3
Grades .....	4
Attendance.....	5
Graduation Plan Progress.....	6
Email Notifications .....	8
Account Preferences & Support.....	9
PowerSchool Mobile – Phone Application .....	10

## Creating your PowerSchool parent portal account

PowerSchool is a powerful tool that will allow you to view your students grades and attendance. We believe that if parents have access to information about their student's academic performance they are more likely to work with them to ensure student success which is our shared goal. Please take advantage of this opportunity by creating an account and learning all about the features that PowerSchool has to offer.

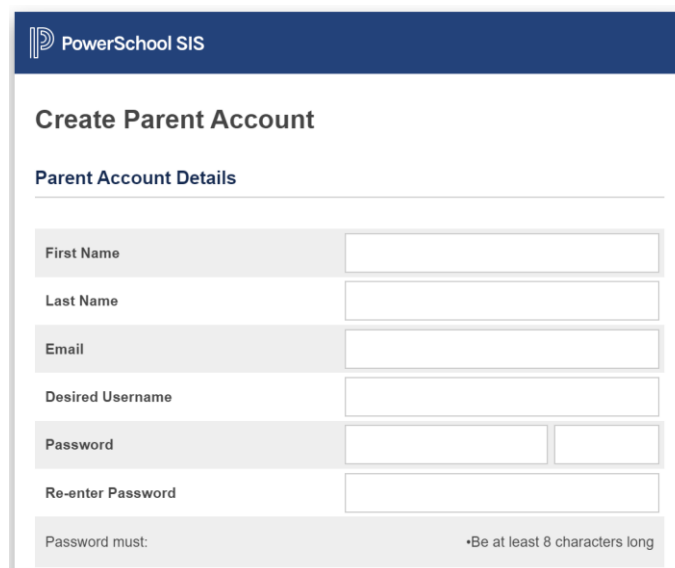
### How to Create an Account:

1. Go to <https://bpcs.powerschool.com/public>
2. Make sure to bookmark it!
3. Click on the **Create Account** tab.
4. Select the Create Account button.



The screenshot shows the PowerSchool SIS interface. At the top, there is a dark blue header with the PowerSchool SIS logo. Below the header, the main content area is titled "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account", with "Create Account" being the active tab. Below the tabs, there is a section titled "Create an Account" with a brief description: "Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)". At the bottom right of this section, there is a blue button labeled "Create Account" which is circled in yellow.

5. Fill in the **Parent Account Details** at the top of the page with your information. Create a username and password you will easily remember. *Note: Password must be 8 characters' long*



The screenshot shows the "Create Parent Account" page in the PowerSchool SIS system. The page has a dark blue header with the PowerSchool SIS logo. Below the header, the main content area is titled "Create Parent Account". Underneath, there is a section titled "Parent Account Details" which contains several input fields: "First Name", "Last Name", "Email", "Desired Username", "Password", and "Re-enter Password". The "Password" field is split into two boxes. At the bottom of the form, there is a note: "Password must: •Be at least 8 characters long".

- Next, you will link your parent account to your child's student account.

### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

**1**

**Student Name**

**Access ID**

**Access Password**

**Relationship**

**2**


**Student Name**

**Access ID**

**Access Password**

**Relationship**

- You will receive a separate letter with your student specific Access ID and password.
- You have to link each student separately if you have more than one child at Boston Prep.
- Type in the students first and last name in **Student Name**.
- Type in the *Parent Access ID* that you received in a separate letter into the **Access ID** field.
- Type in the *Parent Access Password* that you received in a separate letter into the **Access Password** field.
- Choose your relationship to the student.
- Scroll to the bottom of the page and press **Enter**
- You will then be directed to the log in page where you will use the username and password that you created to log in.



### Student and Parent Sign In

Sign In
Create Account











**Username**

**Password**

[Forgot Username or Password?](#)

## Navigating the PowerSchool Parent Portal

This is the navigation bar you will see on the left hand side of the screen when you first log in. Please see a short summary of what each section includes.

Navigation	
 <b>Grades and Attendance</b>	Check your student's current grades and daily and class attendance. You can view assignments and teacher's comments on your student's work.
 <b>Grade History</b>	Check your student's grade history from over the years.
 <b>Attendance History</b>	Check your student's attendance history.
 <b>Email Notification</b>	Select what type of emails notification you would like to receive. The default is not to receive any.
 <b>Teacher Comments</b>	Check course specific teacher's comments.
 <b>School Bulletin</b>	Check here for school wide updates.
 <b>Class Registration</b>	Check classes your student has requested to be enrolled in.
 <b>My Schedule</b>	Check your students class schedule.
 <b>School Information</b>	School address and map.
 <b>Account Preferences</b>	Change your account information.
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: black; color: white; text-align: center;"><b>District Code</b></div> <div style="border: 1px solid black; padding: 5px; text-align: center;">LJNC</div>	District code for PowerSchool Mobile

## Grades

Click on “Grades and Attendance” on the navigation bar. Use this page to view the grades and attendance for the student in the current year.

The name of the classes that your student is enrolled in and the Teachers name. Click on the teacher’s name to send them an email.

The final grade that your student has gotten in each class, in each term. Click on the grade to get a more detailed view of the grade.

Attendance By Class														Absences		Tardies	
This Week				Course	F1	Q1	Q2	X1	S1	Q3	Q4	X2	S2	Q4	19-20	Q4	19-20
T	W	H	F											Q4	19-20	Q4	19-20
				World History II Barringer, Durante NMN - Rm: 313		C 74.62	B+ 88.1	B+ 87.4	B- 82	B 84.17	[1]			0	3	0	2
				English Language Arts 9 Passineau, Gregory - Rm: 307		B- 82.27	B 86.21	D 64	B- 81	C 74.21	[1]			0	3	0	3
				College Prep 9 Galliot, Magdalena - Rm: Clark						P 0	[1]			0	0	0	1
				Biology Bernhard, Tess Maureen - Rm: 303		B- 81.34	B 85.19	C 76	B- 82	B 85.41	A- 92.2			0	7	0	7
				Geometry 9 Becker, Ariel - Rm: 321		C+ 77.2	C 75.15	D- 60	C 74	C- 70.72	D- 60			0	4	0	14
				Spanish I A Gayle, Opal Nicola - Rm: 318		D 62.57	C+ 77.99	D- 60	D+ 69	D+ 68.85	[1]			0	2	0	1
				Community Meeting All, Teachers - Rm: PAC							[1]			0	0	0	0
				High School Bernier, Katherine Rebecca - Rm:							[1]			0	0	0	0
				Physical Fitness and Health Wellness 9 Henry, Marquise Leroy - Rm: PAC						P 100	[1]			0	0	0	0
				Advisory Gayle, Opal Nicola - Rm: Williams							[1]			0	1	0	0
				Ethics 9 TBD, Enrichment - Rm: Clark						P 81.9	[1]			0	0	0	0
				Poetry Moskowitz, Lisa Marie - Rm: Emerson						P 99.55	[1]			0	0	0	0
Attendance Totals														0	20	0	28

When you click on a grade, this is the page you will be brought to. You can view individual assignments and what the student received on the assignment. This is a great way to track if your student is doing their homework! The teacher may have left a comment for the student, click on the text bubble to view it.

### Scores

World History II Exp. 1(A-E) - Barringer, Durante NMN

Final Letter Grade: B

Final Percent: 84.17

Teacher Comments:

Section Description:

PowerTeacher Pro Assignments

Due Date	Category	Assignment	Flags	Score	%	Grade	View
03/13/2020	HW	COVID-19 HW PACKET	🚫	--/200			View
03/13/2020	HW	Muslim League HW		100/100	100	A+	View
03/13/2020	HW	Discussion Question-RL		--/0			View
03/13/2020	DW	Participation- RL		--/0			View
03/12/2020	DW	Preparation: Feb-March 13		300/300	100	A+	View

At the bottom of this screen is a legend to view what the flags mean. These flags are how the teacher communicates with you and the student.

### Legend

1 - This final grade may include assignments that are not yet published, or may be the result of special weighting used by the teacher. [Click to view additional information on special weighting.](#)

Icons: - Has Description | - Has Comment | - Collected | - Late | - Missing | - Exempt from Final Grade | - Absent | - Incomplete | - Excluded

## Attendance

Click on “Grades and Attendance” on the navigation bar. Use this page to view the grades and attendance for the student in the current year.

Snap shot of the last two weeks’ class attendance. This is only for High School students.

This is your student’s class attendance in the current quarter and for the whole year. Only High School students have class attendance. Click on the numbers to see the dates and attendance codes.

ards Grades

Attendance By Class																										
Last Week					This Week					Course	F1	Q1	Q2	X1	S1	Q3	Q4	X2	S2	Absences		Tardies				
M	T	W	H	F	M	T	W	H	F											Q4	19-20	Q4	19-20			
										World History II <sup>4</sup> Barringer, Durante NMN - Rm: 313	C 74.52	B+ 88.1	B+ 87.4	B- 82	B 84.17	[1]				0	3	0	2			
										English Language Arts 9 Passineau, Gregory - Rm: 307	B- 82.27	B 86.21	D 64	B- 81	C 74.21	[1]				0	3	0	3			
										College Prep 9 Gaillet, Magdalena - Rm: Clark					P 0	[1]				0	0	0	1			
										Biology <sup>4</sup> Bernhard, Tess Maureen - Rm: 303	B- 81.34	B 85.19	C 76	B- 82	B 85.41	A- 92.2				0	7	0	7			
										Geometry 9 <sup>4</sup> Becker, Ariel - Rm: 321	C+ 77.2	C 75.15	D- 60	C 74	C- 70.72	D- 60				0	4	0	14			
										Spanish IA <sup>4</sup> Gayle, Opal Nicola - Rm: 318	D 62.57	C+ 77.99	D- 60	D+ 69	D+ 66.85	[1]				0	2	0	1			
										Community Meeting All Teachers - Rm: PAC						[1]				0	0	0	0			
										High School <sup>4</sup> Bernier, Katherine Rebecca - Rm:						[1]				0	0	0	0			
										Physical Fitness and Health Wellness 9 Henry, Marquise Leroy - Rm: PAC					P 100	[1]				0	0	0	0			
										Advisory Gayle, Opal Nicola - Rm: Williams						[1]				0	1	0	0			
										Ethics 9 <sup>4</sup> TBD - Enrichment - Rm: Clark					P 81.9	[1]				0	0	0	0			
										Poetry Moskowitz, Lisa Marie - Rm: Emerson					P 99.55	[1]				0	0	0	0			
																			<b>Attendance Totals</b>				0	20	0	28

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	3	3								
														<b>Attendance Totals</b>				0	0	3	3

Dates of all tardies for S1:

- 01/22/2020 - T
- 01/23/2020 - T
- 01/24/2020 - T

This is your student’s Daily attendance. Every day students SWIPE into the building, this is where that information is saved. Click on the number and you will see the dates and attendance codes. You can view by the current quarter or by the year.

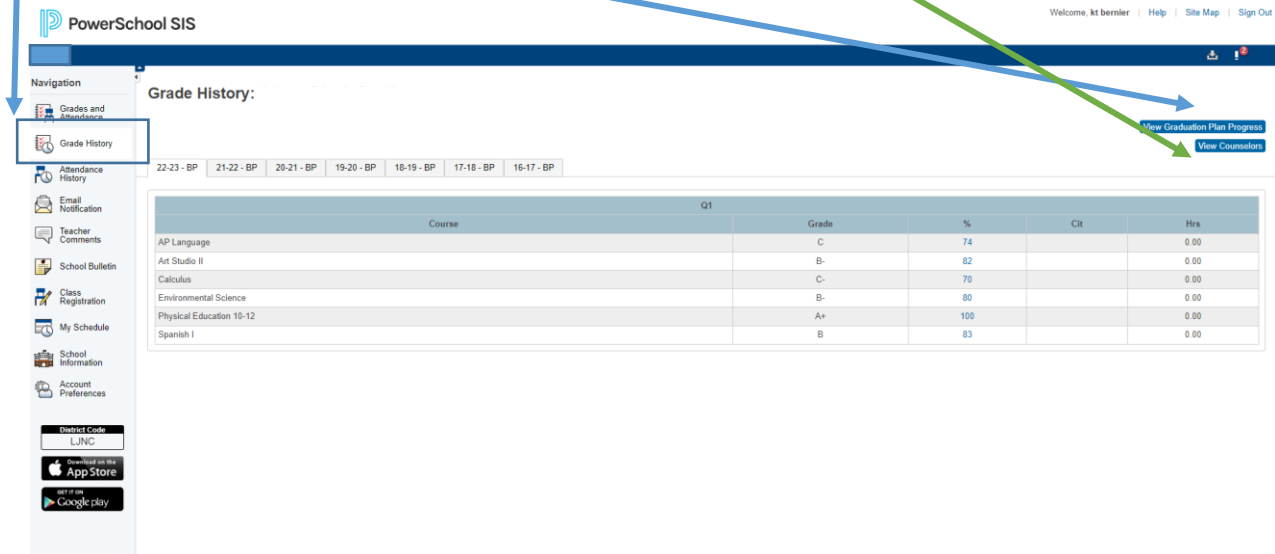
Attendance Codes			
Class Attendance (High School only)		Daily Attendance (all students)	
CA	Absent Unexcused	A	Absent Unexcused
CE	Absent Excused	E	Absent Excused
CTP	Tardy Unexcused for less than 30 minutes	T	Tardy Unexcused
CTA	Tardy Unexcused for more than 30 minutes	R	Tardy Excused

## Graduation Plan Progress

Click on “Grade History” to view all of the grades your student has earned since being at Boston Prep by school year.

Click on “View Counselor” to see which counselor is working with your student to ensure they are completing the credits they need to graduate.

Click on “View Graduation Plan Progress” on the far right to see the number of credits your student has earned so far and what credits are needed in order to graduate. You can also view your student’s most recent MCAS scores. All high school students must pass their 9<sup>th</sup> grade Science MCAS, 10<sup>th</sup> grade ELA MCAS and 10<sup>th</sup> grade Math MCAS to graduate.

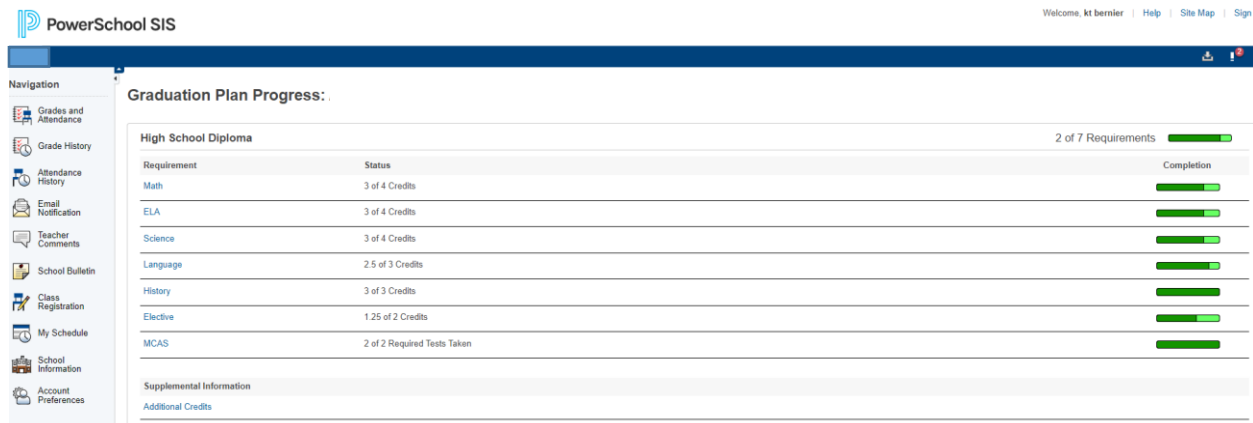


The screenshot shows the PowerSchool SIS interface. The navigation menu on the left has "Grade History" highlighted. The main content area is titled "Grade History:" and shows a table for the Q1 term. The table has columns for Course, Grade, %, CIt, and Hrs. The data rows are:

Course	Grade	%	CIt	Hrs
AP Language	C	74		0.00
Art Studio II	B-	82		0.00
Calculus	C-	70		0.00
Environmental Science	B-	80		0.00
Physical Education 10-12	A+	100		0.00
Spanish I	B	83		0.00

On the right side of the page, there are two buttons: "View Graduation Plan Progress" and "View Counselors".

Once you click on “View Graduation Plan Progress” you will be brought to the page you see below. Here you can see how many credits in each subject have been earned and how many need to be earned to graduate.



The screenshot shows the PowerSchool SIS interface for "Graduation Plan Progress:". The main content area is titled "High School Diploma" and shows a progress bar for "2 of 7 Requirements". Below this is a table with columns for Requirement, Status, and Completion. The data rows are:

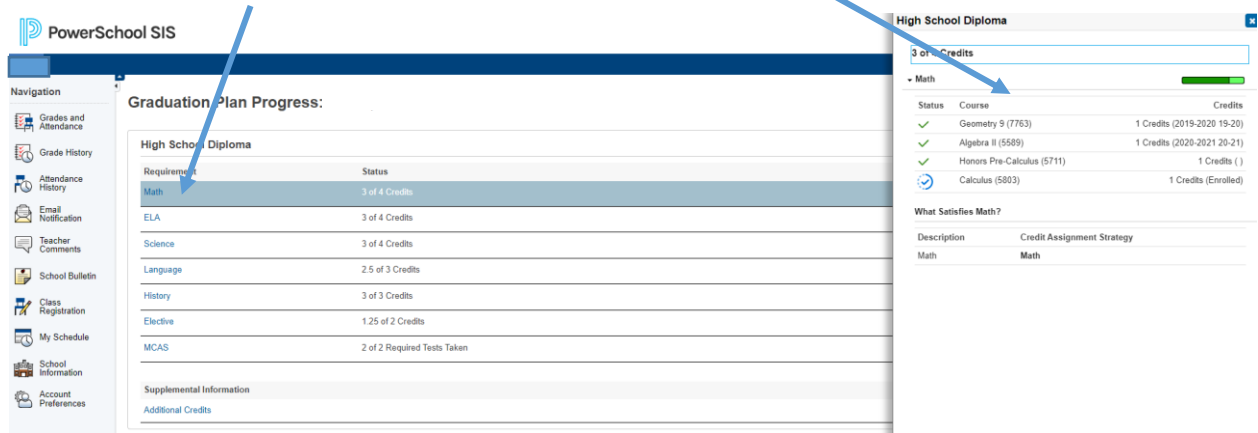
Requirement	Status	Completion
Math	3 of 4 Credits	<div style="width: 75%;"></div>
ELA	3 of 4 Credits	<div style="width: 75%;"></div>
Science	3 of 4 Credits	<div style="width: 75%;"></div>
Language	2.5 of 3 Credits	<div style="width: 83%;"></div>
History	3 of 3 Credits	<div style="width: 100%;"></div>
Elective	1.25 of 2 Credits	<div style="width: 62.5%;"></div>
MCAS	2 of 2 Required Tests Taken	<div style="width: 100%;"></div>

Below the table is a section for "Supplemental Information" with a sub-section for "Additional Credits".



## Graduation Plan Progress continued

Click on each of the subjects to see details of what credits have been earned from which classes. You will also see the current classes they are taking and which subject credit it is.



**PowerSchool SIS**

**Graduation Plan Progress:**

**High School Diploma**

Requirement	Status
Math	3 of 4 Credits
ELA	3 of 4 Credits
Science	3 of 4 Credits
Language	2.5 of 3 Credits
History	3 of 3 Credits
Elective	1.25 of 2 Credits
MCAS	2 of 2 Required Tests Taken

**High School Diploma**

3 of 4 Credits

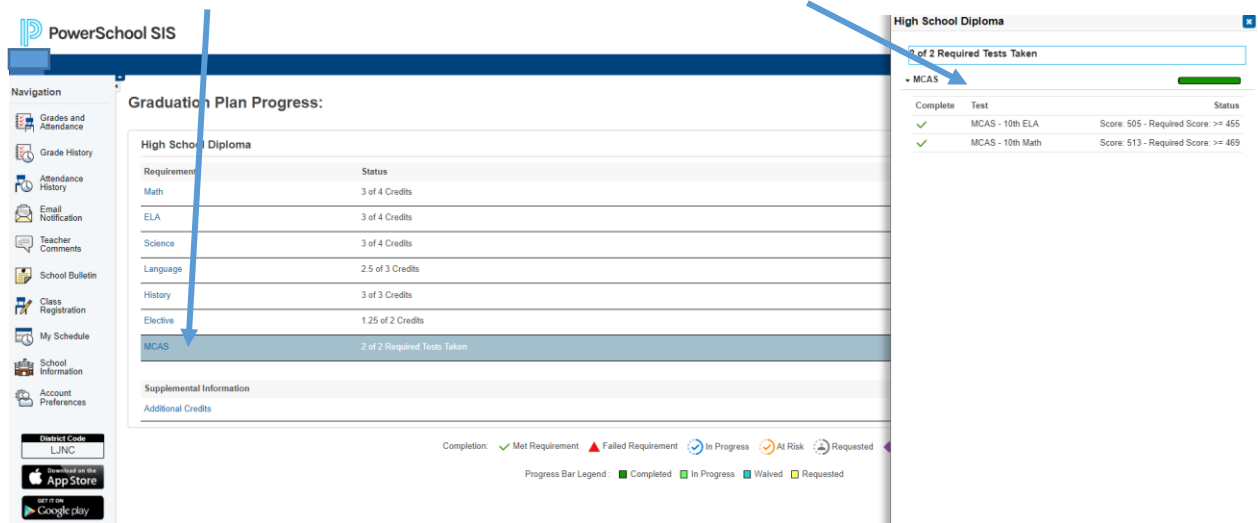
Math

Status	Course	Credits
✓	Geometry 9 (7763)	1 Credits (2019-2020 19-20)
✓	Algebra II (5589)	1 Credits (2020-2021 20-21)
✓	Honors Pre-Calculus (5711)	1 Credits ( )
✓	Calculus (5803)	1 Credits (Enrolled)

**What Satisfies Math?**

Description	Credit Assignment Strategy
Math	Math

Click on MCAS and you can see their most recent scores and if they have passed.



**PowerSchool SIS**

**Graduation Plan Progress:**

**High School Diploma**

Requirement	Status
Math	3 of 4 Credits
ELA	3 of 4 Credits
Science	3 of 4 Credits
Language	2.5 of 3 Credits
History	3 of 3 Credits
Elective	1.25 of 2 Credits
MCAS	2 of 2 Required Tests Taken

**High School Diploma**

2 of 2 Required Tests Taken

MCAS

Complete	Test	Status
✓	MCAS - 10th ELA	Score: 505 - Required Score: >= 455
✓	MCAS - 10th Math	Score: 513 - Required Score: >= 469

District Code: LUNC

Completion: ✓ Met Requirement ▲ Failed Requirement ⚙ In Progress ⚠ At Risk 📄 Requested

Progress Bar Legend: ■ Completed ■ In Progress ■ Waived ■ Requested



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## Email Notifications

You can receive a number of different email notifications. The default settings are that you will **not** get any emails, you need to **opt into** this feature. Select the type of information you would like to be emailed to you and the frequency in which it is emailed. When you have made your selections, press submit at the bottom of the page.

### Email Notifications: Potter, Harry

<b>Contact Information</b>	
Account Email	[REDACTED]
<b>What Information Would You Like to Receive?</b>	
Summary of Current Grades and Attendance	<input type="checkbox"/>
Detail Report Showing Assignment Scores for Each Class	<input type="checkbox"/>
Detail Report of Attendance	<input type="checkbox"/>
School Announcements	<input type="checkbox"/>
Balance Alert (Note: will only be sent when student is low on funds)	<input type="checkbox"/>
<b>Additional Notification Emails</b>	
Email Address(es)	<input type="text"/> <small>(Separate multiple email addresses with commas)</small>
<b>Frequency</b>	
How Often?	Never ▼
Apply These Settings to All Your Students?	<input type="checkbox"/>
Send Now For Harry?	<input type="checkbox"/>

## Account Preferences & Support

In account preferences you can change your username or password and to add more students to your account.

### Resetting your username or password

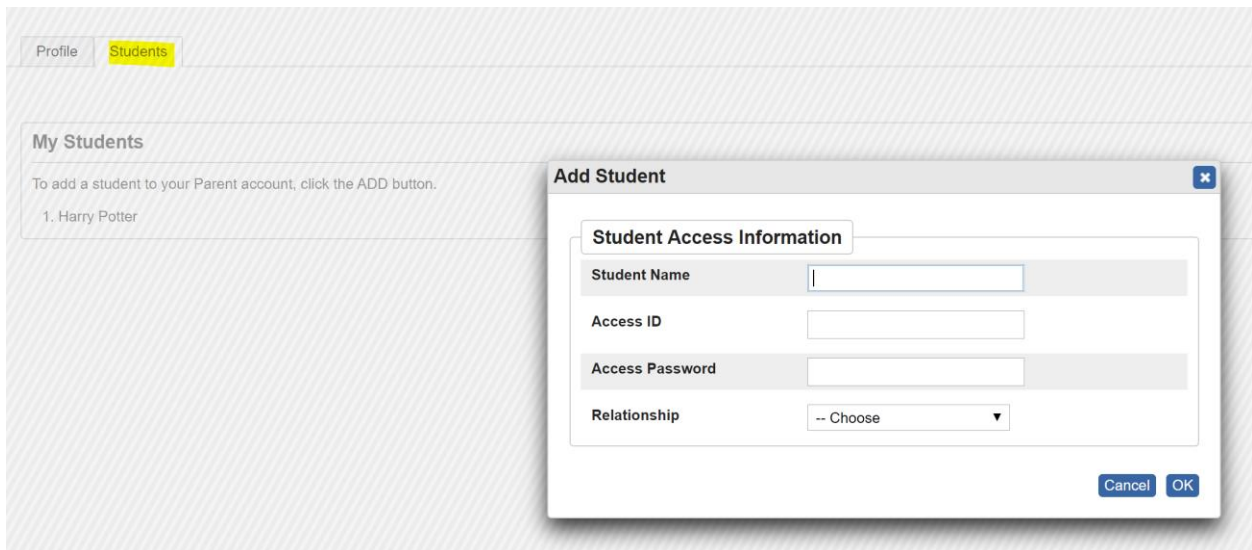
You can reset your username or password anytime in Account Preferences.

If you have any issues logging into your account, please email the system administrator, Katie Bernier, at [kbernier@bostonprep.org](mailto:kbernier@bostonprep.org). She can also be reached at 917.910.5321

### Add new students to your account

If you have another student that enrolls in Boston Prep, you will want to add them to your current PowerSchool account instead of creating a whole new one.

1. Click on the “Students” tab in Account Preferences
2. You will be given a letter with the new Access ID and Access Password
3. Type in the *Parent Access ID* that you received in a separate letter into the **Access ID** field.
4. Type in the *Parent Access Password* that you received in a separate letter into the **Access Password** field.
5. Choose your relationship to the student.
6. Press **OK**



Profile **Students**

**My Students**

To add a student to your Parent account, click the ADD button.

1. Harry Potter

**Add Student**

**Student Access Information**

Student Name

Access ID

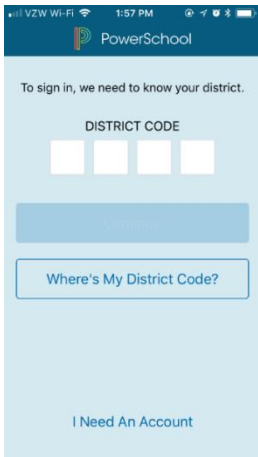

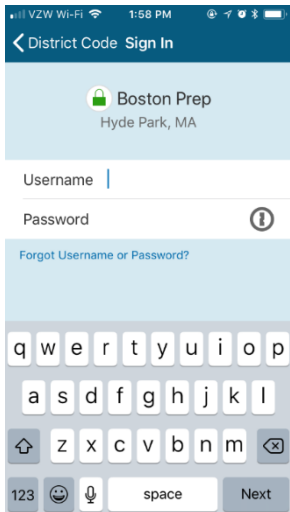
Access Password

Relationship

Cancel OK

## PowerSchool Mobile – Phone Application

After you create your account on a computer, download the PowerSchool app for a more convenient way to check on your students grades and attendance.

Step 1	Step 2
<ul style="list-style-type: none"> <li>• Search for “PowerSchool Mobile” where you normally download phone apps from.</li> <li>• Once it is downloaded, you will be brought to this screen.</li> </ul> 	<ul style="list-style-type: none"> <li>• You will be prompted to fill in a District code.</li> <li>• Boston Preps District Code is: <b>L J N C</b></li> </ul> 
Step 3	Step 4
<ul style="list-style-type: none"> <li>• Next, you will be prompted to enter the Username and Password that you created when you initially set up your account.</li> </ul> 	<ul style="list-style-type: none"> <li>• Once you have successfully logged in, you will be able to see lots of information about your student in a user friendly manner.</li> </ul> 