

WORTH SCHOOL DISTRICT 127

DISTRICT OFFICE

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November 17, 2016

Dear Parent(s) / Guardians(s):

We have completed the first quarter of the school year. The end of the first quarter is our first "marking period" where grades are determined and posted. We have had a very successful day of parent-teacher conferences where parents/guardians were able to discuss student performance with their child's teachers.

The performance of students including a record of their assignments, homework, projects, and grades, etc., and their attendance information is stored in our Student Information System. The name of our Student Information System is PowerSchool and we use it to store information electronically about our students.

PowerSchool has a feature that allows our parents to connect with some, but not all, of the data that is electronically stored about their children. We know that parents would like to see updated attendance and progress information about their children at their convenience and on a regular basis.

We are writing to tell you that we are making the Parent Portal feature available to parents for students in grades 6, 7, and 8. Students in these grade levels are graded traditionally using the "A,B,C,D,F" system. Our first work with the portal will be to open it up to parents who have students graded on the traditional letter-grade system. Later in the school year, we will open up the Parent Portal for students who receive "standards-based" information in grades Pre-K through 5.

In order for you to access the Parent Portal, you will need access to the Internet. The Parent Portal will be available to you 24 hours per day, seven days per week. Teachers will be updating assignment and grade information on a regular basis and within a reasonable time period. Please understand that teachers will need time to grade assignments and tests, and enter the results in PowerSchool. For example, we expect that while a test score will probably not be available the day after the test was given, it should be posted within a week. Projects that are large, culminating activities of a class, could take longer than that. If you are looking for a particular test/assignment score, please give the teacher a reasonable amount of time to complete the grading and entering of the test/assignment. If you do not see the posting of the grade after that, please call the teacher first. All teachers have personal extensions and will return your call in a timely manner.

We know that additional information to parents can enhance the success of students and strengthen the partnership between the teacher and the parent. That partnership is critical to the success of each child in our district. We are pleased to be able to provide another communication vehicle to our parents.

Please follow the enclosed instructions on the set-up of your Parent Portal account. If you have any difficulty with the set-up, please call our Technology Coordinator, Mr. Robert Moyer, at 708-671-3916 for assistance.

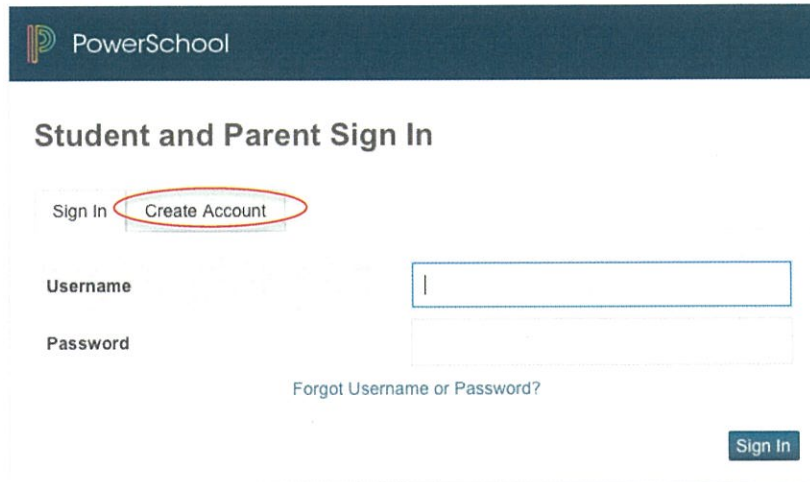
Sincerely,



Rita Wojtylewski, Ph.D.
Superintendent
Worth School District 127

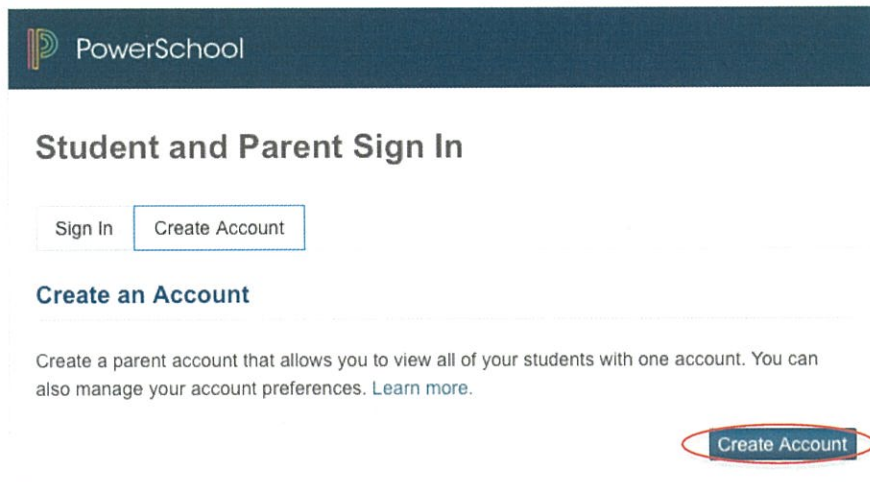
HOW TO CREATE AND LOG IN TO THE POWERSCHOOL PARENT PORTAL

1. Go to worth127.powerschool.com
2. Click on the tab labeled "Create Account"



The screenshot shows the PowerSchool login page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in red. Below the buttons are input fields for "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is located at the bottom right of the form.

3. Click on the "Create Account" button



The screenshot shows the "Create an Account" page. At the top is the PowerSchool logo. Below it is the heading "Student and Parent Sign In". There are two buttons: "Sign In" and "Create Account". The "Create Account" button is circled in red. Below the buttons is the heading "Create an Account". Below this heading is a paragraph of text: "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 the page is a "Create Account" button, which is circled in red.

4. Fill in the "Parent Account Details" and the "Link Students to Account" for each child (Shown on the following page)
5. Once complete, you can sign into the Parent Portal using the user name and password that you've just created.

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:

•Be at least 6 characters long

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