Caswell County Schools PowerSchool® Parent Portal User Guide

What is PowerSchool® Parent Portal?
The Parent Portal gives parents and students access to real-time information including attendance, grades and detailed assignment descriptions, and even personal messages from the teacher. This information is real time and is updated as your child's teacher enters grades and attendance.

How to Gain Access to the Parent Portal:

Visit the Data Manager or designated person at your child/children's school to obtain your Access ID and Access Password. You must present a valid photo ID at the school in order to receive your Access ID and Access Password. Once you receive your Access ID and Access Password, follow these steps to create your account.

Go to the Caswell County Schools website at www.caswell.k12.nc.us and click on the blue "Parents" box. From there you will see a link in the middle column called "PowerSchool for Parents". This site can also be reached by going to: https://caswell.powerschool.com/public/home.html . From there you will follow the illustrations provided here to create your PowerSchool Account. If you already have an account for any of your children in our district, you can skip the steps to create an account.

Go to:
https://caswell.powerschool.com/public/home.html

- Click on the Create Account Tab
- Next Click on the Create Account Box

Enter the information that is being requested in each box. Please keep track of the email address that you use to set up the account. You will need it to recover your username and password if the need arises. Also please note that your password should be at least 7 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

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Student Name	
Access ID	
Access Password	
Relationship	-- Choose

- Enter your child's legal first and last name.
- Enter the Access ID from the letter that you received from the school.
- Enter the Access Password from the letter that you received from the school.
- Choose your relationship to the child.
- You may add additional students at this time IF you have their ACCESS ID and ACCESS PASSWORD.

Once you complete the above steps, you will be taken to the sign in screen. The sign in steps are illustrated on the next page. Also note that if you have more than one child in the school district, you will need to get an ACCESS ID and ACCESS PASSWORD for each student. This can be done by contacting the school that your child attends. Please remember that you must present a valid photo ID at the school in order to get account information. Also, YOU ONLY HAVE TO CREATE ONE ACCOUNT. You can link all of your children to one username and password.

The Access ID/Access Password that you receive is not your username/password. YOU MUST FIRST CREATE YOUR ACCOUNT BEFORE CONTINIUING!

Logging Into the Parent Portal

Once you have created your username and password you are ready to log into your Parent Portal Account. You should already be on the Caswell County Public PowerSchool log in screen. If you are not there, type this URL into your browser:

https://caswell.powerschool.com/public/home.html

*Please note that each school district in North Carolina has its own PowerSchool address. Going to www.powerschool.com WILL NOT get you there!!!!!!!!

Log in to PowerSchool Parent Portal: Open your web browser in Caswell County Schools PowerSchool URL: https://caswell.powerschool.com/public/home.html

- Enter the username that you created.
- Enter the password that you created.

* You must manually enter the information. The system will not allow copy and paste.

Having trouble signing in? This link is currently not working. You will need to contact the Data Manager at your child's school for assistance.

Grade and Attendance Screen

Once you are logged in the Grades and Attendance screen will appear by default.

- Student's name will appear in these places.
- Parent's (account owner's) name
- Attendance Entries
- Navigation Bar
- Current Grades
- Grading Terms

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Navigation

- Grades and Attendance
- Test Results
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information

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Grades and Attendance- Displays student's current grades and attendance.

Test Results-Displays student Standardized Test results as well as classroom test results.

Grade History- Displays student's final grades from years past.

Attendance History- Displays student attendance record for this current term.

Email Notifications- Is currently turned off.

Teacher Comments- Displays teacher's comment on assignments and it allows you to email the teacher.

School Bulletin- Displays daily, weekly and/or monthly announcements of school events.

Class Registration- Is an option for student to sign up for classes for the upcoming school year.

My Schedule- Displays student's schedule for the current term.

School Information- Displays the school's demographic information.

Adding Another Child to Your Active PowerSchool Parent Account
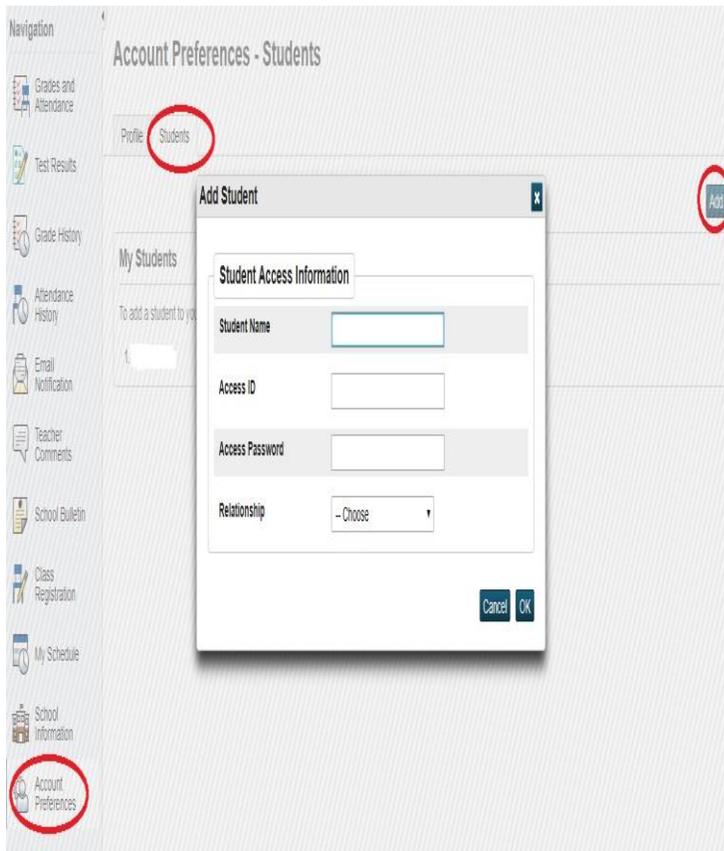
1. You will need the Access ID and Access Password for the children you wish to add to your account. You can gain this information visiting the data manager or designee at your child's school and ask for the information. Please call ahead before visiting the school to make sure the data manager/designee is available.

2. Log into PowerSchool Parent Portal.

3. Click on Account Preferences.

4. Click the Students tab.

5. The children presently attached to your account will appear. Click Add.

6. The system will navigate to a screen where you will need to enter the Student Name, Access ID, Access Password, and your Relationship to the child.

7. Click Submit. You have now added that child to your account and will be able to view grades, attendance, etc.

Using the PowerSchool® App

Did you know that there is PowerSchool® Mobile App in the Google® Play Store and Apple® App Store? Downloading the App will allow you to access your child's information on your Smart Phone or Tablet with convenience. Using the App gives you real-time, up to date information.

Search for the App in the Google® Play Store or the Apple® App Store and click on install.
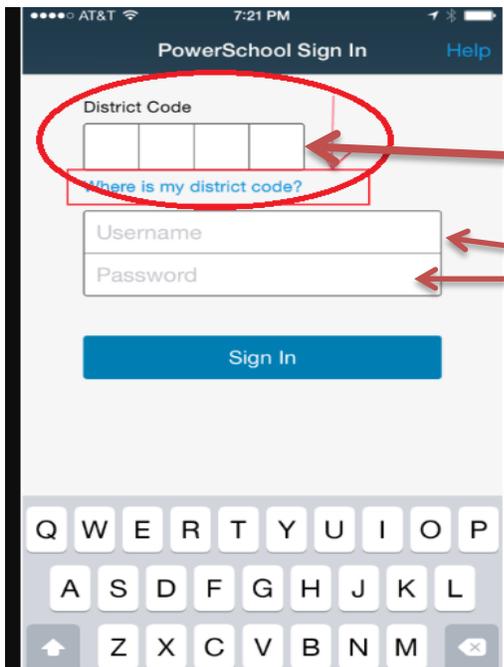
Once you install and open the App, you will see the Sign-In Screen. You must use the Caswell County Schools unique District Code to gain access to your child's information. The District Code is "**PKTP**".

Once you have entered this information, you can enter your **username** and **password** and click Sign In.

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Please note that before you can use the App, you must create an account. Your Access ID/Access Password will not work here. If needed, those steps are included in this document on page 1.