

# PowerSchool Job Aid Instructions for Parents

## Using Parent Portal to Update Student Information

Version 2.0  
December 6, 2017



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## About Parent Portal Updates

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A new feature in the PowerSchool Parent Portal will allow parent/guardians to submit changes to select information for their student(s) online, or confirm that all information is correct and no changes are needed. Submissions made by parent/guardians are placed in a queue for review and approval by school site staff. Once approved, any changes are applied to PowerSchool.

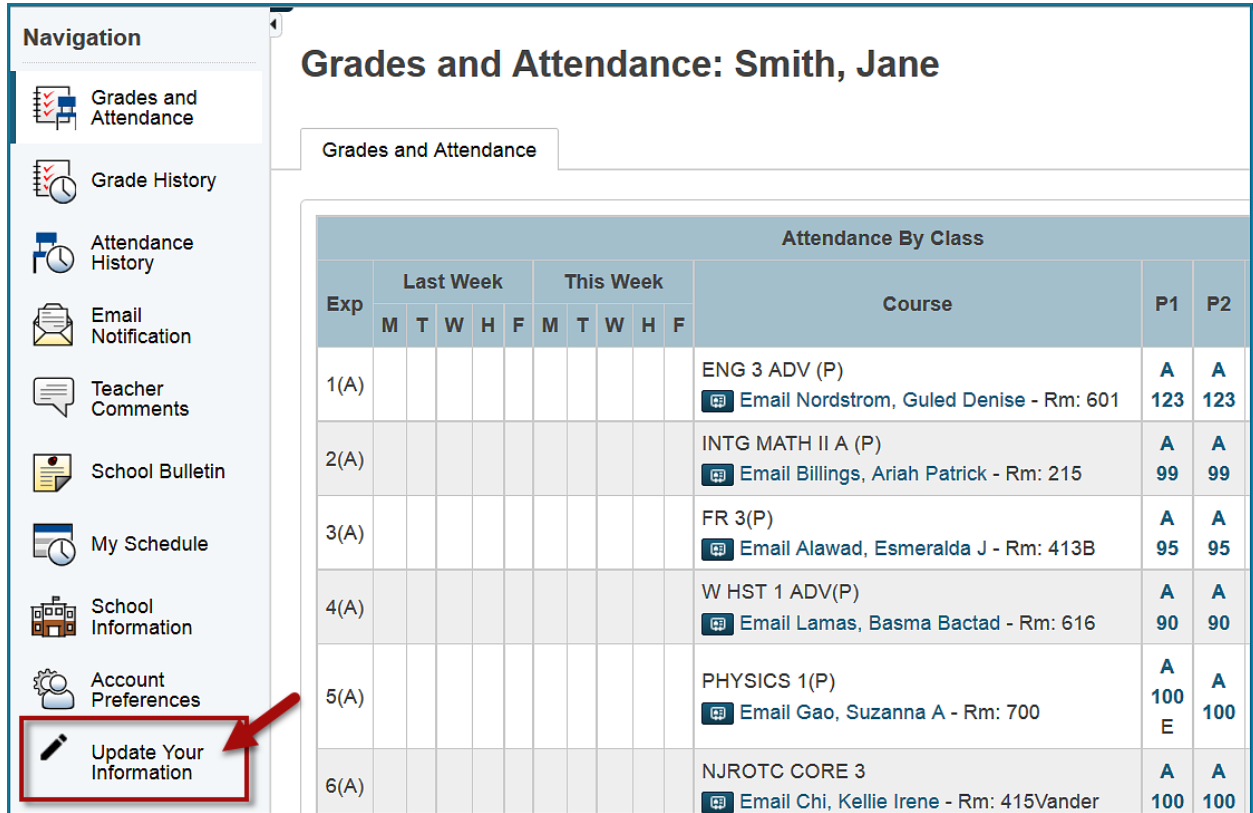
### Benefits of this new feature in PowerSchool

- **Convenience for parent/guardians:** Changes or confirmations are made online instead of visiting the school office and filling out paperwork.
- **PLEASE NOTE:** Parent/guardians must still provide the school with the required documentation for changes to student name and Household Address. Schools will not approve and accept updates until documentation is provided.
- **Accuracy of information:** Because changes are updated electronically, errors from manually entering information are eliminated.
- **Timeliness of changes:** Online accessibility makes it easier to spot and update out-of-date and incorrect information.
- **Less paperwork for all involved:** Schools use PowerSchool to review and approve changes made by parent/guardians instead of processing paper forms.

# Updating Your Student's Information

To update your student information from within the Parent Portal, do the following:

- Log in to **PowerSchool Parent Portal**: <https://powerschool.sandi.net/>
- The **Grades and Attendance** page will open by default. From the Navigation menu on the left, select **Update Your Information**.



**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- My Schedule
- School Information
- Account Preferences
- Update Your Information**

## Grades and Attendance: Smith, Jane

Grades and Attendance

Exp	Attendance By Class										P1	P2	
	Last Week					This Week							Course
	M	T	W	H	F	M	T	W	H	F			
1(A)											ENG 3 ADV (P) Email Nordstrom, Guled Denise - Rm: 601	A 123	A 123
2(A)											INTG MATH II A (P) Email Billings, Aria Patrick - Rm: 215	A 99	A 99
3(A)											FR 3(P) Email Alawad, Esmeralda J - Rm: 413B	A 95	A 95
4(A)											W HST 1 ADV(P) Email Lamas, Basma Bactad - Rm: 616	A 90	A 90
5(A)											PHYSICS 1(P) Email Gao, Suzanna A - Rm: 700	A 100 E	A 100
6(A)											NJROTC CORE 3 Email Chi, Kellie Irene - Rm: 415Vander	A 100	A 100

On the **Update Your Information** page, each tab displays information that is currently on record for your student.

## Update Your Information: Smith, Jane

Use this page to update information for you and/or your child, **Jane Smith**. The information shown on each tab is currently on record at your child's school. Please change any information that is incorrect, turn on the checkbox at the bottom of the page, and then click the Save button. Or click the I don't have any changes button if all of the information is correct on this page. When you are finished reviewing the information on all tabs, please submit your changes to the school for review and approval.


**Demographics** | **Address** | **Student Contacts** | **Additional Information**

Each tab displays information that is currently on record for your student.

## Updating Demographics

This tab is used to view and/or update **Student Name**, **Birth Date**, **Gender**, and **Student Email Address**.

**IMPORTANT!** Some information on this tab requires legal documentation in order for the school site to approve the update.

- Click the **question mark icon**  for additional information on how to update this field.
- Check the box to acknowledge the information is true and accurate.
- If updates have been made to this tab, select **Save changes**.
- If all information on this tab is correct, and no changes are needed, select **I don't have any changes**.

For more information on how to submit your changes to the school, see page 8, *Saving and Submitting your Updates*.

### Update Your Information: Smith, Jane

Use this page to update information for you and/or your child, **Jane Smith**. The information shown on each tab is currently on record at your child's school. Please change any information that is incorrect, turn on the checkbox at the bottom of the page, and then click the Save button. Or click the I don't have any changes button if all of the information is correct on this page. When you are finished reviewing the information on all tabs, please submit your changes to the school for review and approval.

Demographics

Address

Student Contacts

Additional Information

First Name	Jane *	<div style="border: 1px solid gray; padding: 5px; font-size: small;"> <b>IMPORTANT!</b>            Some information on this tab requires legal documentation in order for the school site to approve the update.         </div>
Middle Name		
Last Name	Smith *	
Suffix (Jr, II, III)	<input type="text"/>	
Former Legal Name(s)	<div style="display: flex; align-items: center;"> <span style="font-size: small; margin-right: 5px;">?</span> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;"><input type="text"/></div> <div style="width: 35%;"><input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;"><input type="text"/></div> <div style="width: 35%;"><input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 60%;"><input type="text"/></div> <div style="width: 35%;"><input type="text"/></div> </div>	<div style="border: 1px solid gray; padding: 5px; font-size: small;">           Click the <b>question mark icon</b> for additional information.         </div>
Birth Date	6/1/2002 <input type="text"/>	
Gender	<input checked="" type="radio"/> Female <input type="radio"/> Male	
Student Email Address	student@sandi.net	
Last Updated	Who Modified: When Modified:	

I certify that this information is true and accurate to the best of my knowledge.

Save changes

I don't have any changes


Check the box to acknowledge the information is true and correct.

If updates have been made to this tab, select **Save changes**.  
  
 If all information on this tab is correct, and no changes are needed, select **I don't have any changes**.

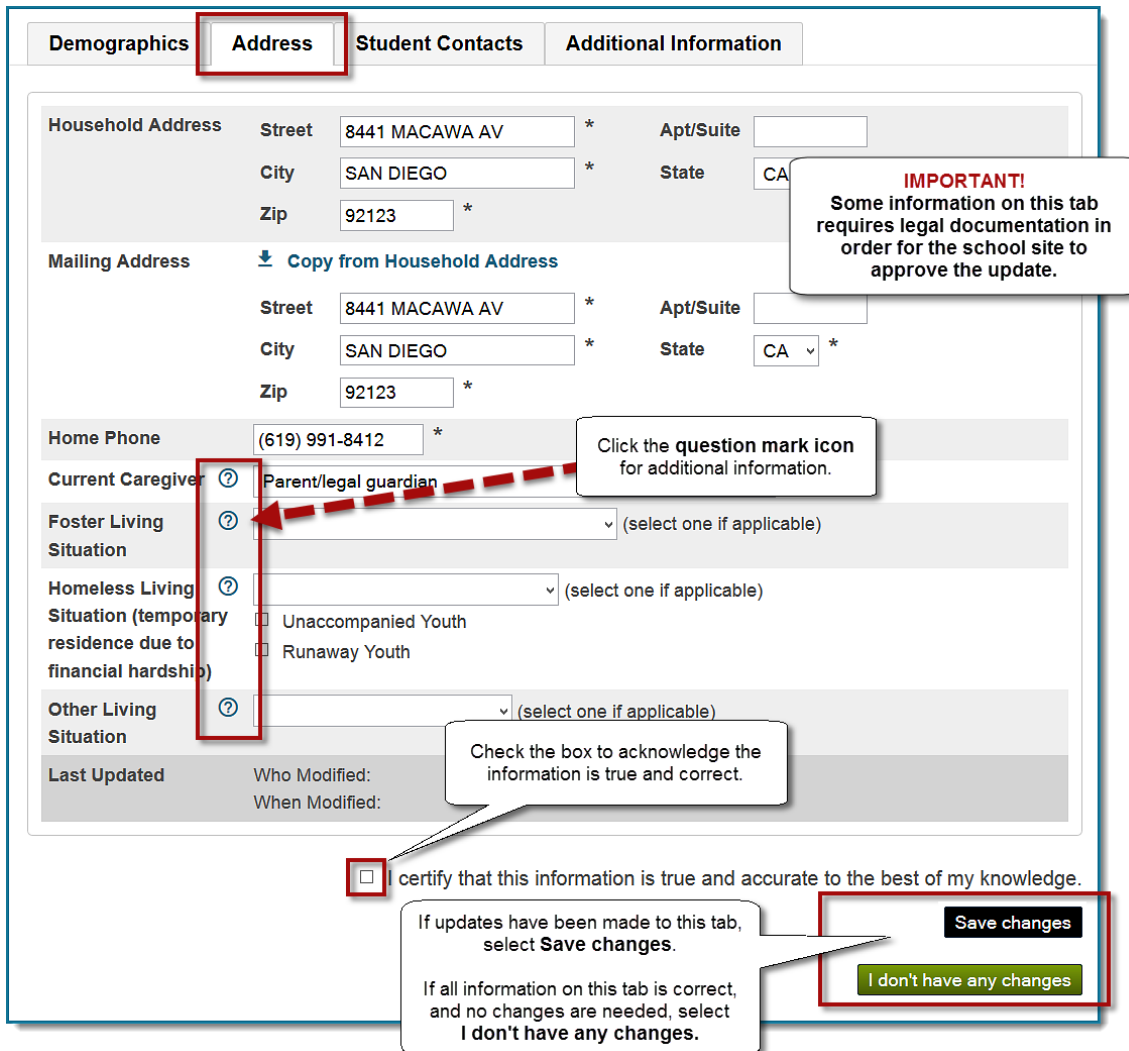
## Updating Addresses

This tab is used to view and/or update **Household Address, Mailing Address, Home Phone, Current Caregiver** and, if appropriate, **Current Living Situations**.

**IMPORTANT!** Some information on this tab requires legal documentation in order for the school site to approve the update.

- Click the **question mark icon**  for additional information on how to update this field.
- Check the box to acknowledge the information is true and accurate.
- If updates have been made to this tab, select **Save**.
- If all information on this tab is correct, and no changes are needed, select **I don't have any changes**.

For more information on how to submit your changes to the school, see page 8, *Saving and Submitting your Updates*.



The screenshot shows the 'Address' tab in a parent portal. The 'Address' tab is highlighted with a red box. The form contains the following fields:

- Household Address:** Street (8441 MACAWA AV), City (SAN DIEGO), Zip (92123), Apt/Suite, and State (CA).
- Mailing Address:** A 'Copy from Household Address' button is present. The fields are identical to the household address.
- Home Phone:** (619) 991-8412.
- Current Caregiver:** Parent/legal guardian. A red dashed arrow points to the question mark icon next to this field.
- Foster Living Situation:** A dropdown menu with '(select one if applicable)'. A red dashed arrow points to the question mark icon next to this field.
- Homeless Living Situation (temporary residence due to financial hardship):** A dropdown menu with '(select one if applicable)' and checkboxes for 'Unaccompanied Youth' and 'Runaway Youth'. A red dashed arrow points to the question mark icon next to this field.
- Other Living Situation:** A dropdown menu with '(select one if applicable)'. A red dashed arrow points to the question mark icon next to this field.
- Last Updated:** Fields for 'Who Modified:' and 'When Modified:'.

Callouts and instructions:

- IMPORTANT!** Some information on this tab requires legal documentation in order for the school site to approve the update.
- Click the **question mark icon** for additional information.
- Check the box to acknowledge the information is true and correct.
- certify that this information is true and accurate to the best of my knowledge.
- If updates have been made to this tab, select **Save changes**.
- If all information on this tab is correct, and no changes are needed, select **I don't have any changes**.

## Updating Student Contacts

This tab is used to view and/or update contact **Name**, contact's **Relationship to Student**, contact **Phone Numbers**, and **Additional Information**.

- Click the **blue link** to view or update the information for the selected contact.

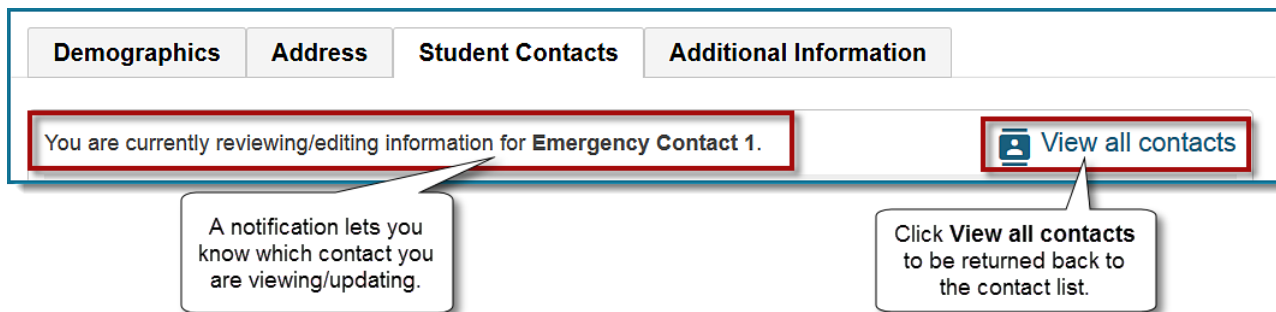


Select a contact to review and/or update information.

Contact Type	First Name	Last Name	Home Phone	Work Phone	Cell Phone
Parent/Guardian/Contact 1	Mary	Smith		(619) 991-8412	(619) 991-8412
Parent/Guardian/Contact 2	George	Smith			(619) 991-8412
Emergency Contact 1	Henry	Smith			(619) 991-8412
Emergency Contact 2					
Last Updated	Who Modified:		When Modified:		


A new screen will appear with the selected contact's information.

- A notification lets you know which contact you are updating.
- Click **View all contacts** to be returned back to the contact list.

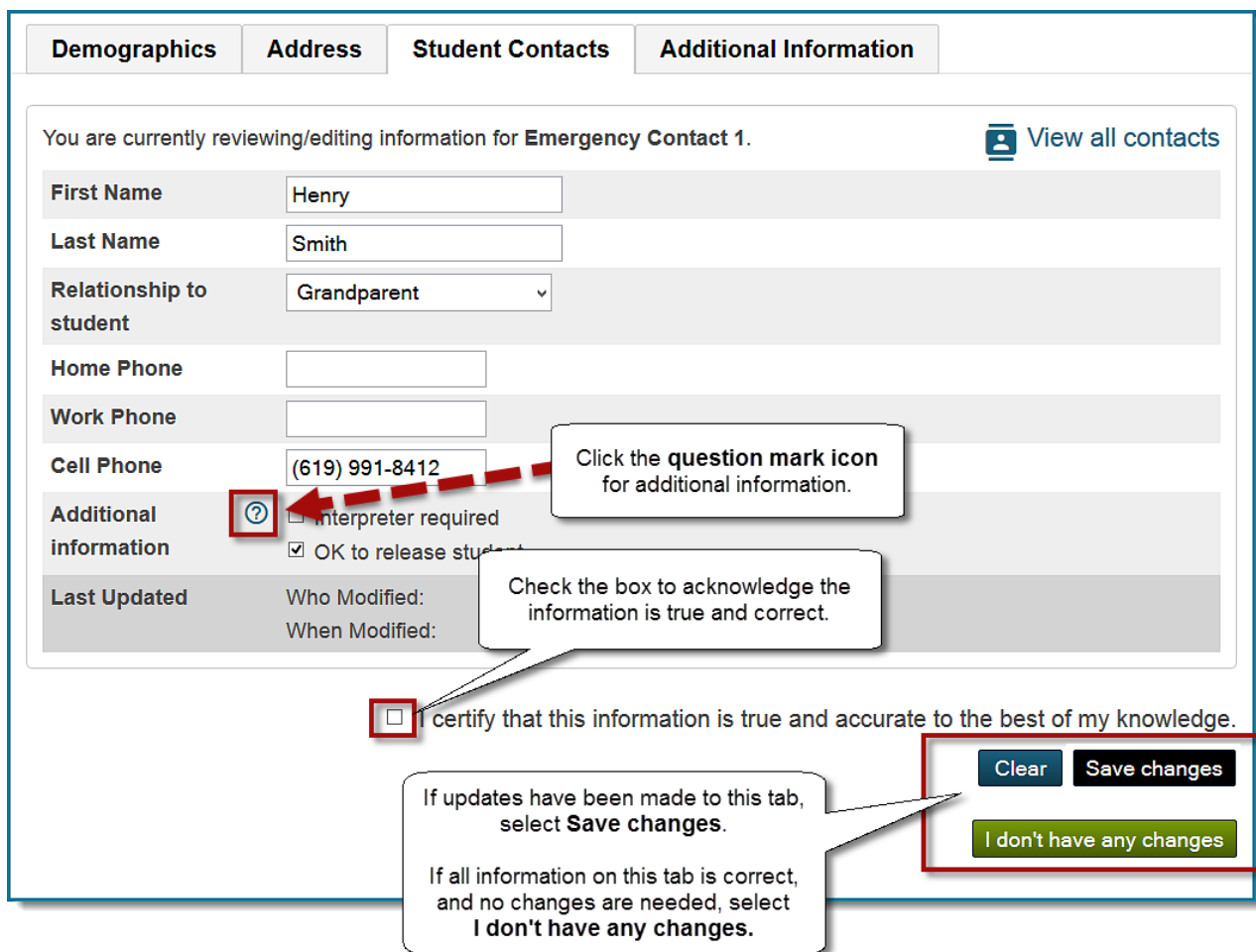


You are currently reviewing/editing information for **Emergency Contact 1**.

[View all contacts](#)

- Click the **question mark icon**  for additional information.
- To **delete a contact**, click the **Clear** button at the bottom of the page. This step will clear all fields and remove the contact from the student's record.
- Check the box to acknowledge the information is true and accurate.
- If updates have been made to this tab, select **Save changes**.
- If all information on this tab is correct, and no changes are needed, select **I don't have any changes**.

For more information on how to submit your changes to the school, see page 8, ***Saving and Submitting your Updates.***



Demographics | Address | **Student Contacts** | Additional Information

You are currently reviewing/editing information for **Emergency Contact 1**. [View all contacts](#)

First Name: Henry

Last Name: Smith

Relationship to student: Grandparent

Home Phone:

Work Phone:

Cell Phone: (619) 991-8412

Additional information:  interpreter required,  OK to release student

Last Updated: Who Modified: , When Modified:

I certify that this information is true and accurate to the best of my knowledge.

Buttons: Clear, Save changes, I don't have any changes

Callout 1: Click the question mark icon for additional information.

Callout 2: Check the box to acknowledge the information is true and correct.

Callout 3: If updates have been made to this tab, select **Save changes**. If all information on this tab is correct, and no changes are needed, select **I don't have any changes**.

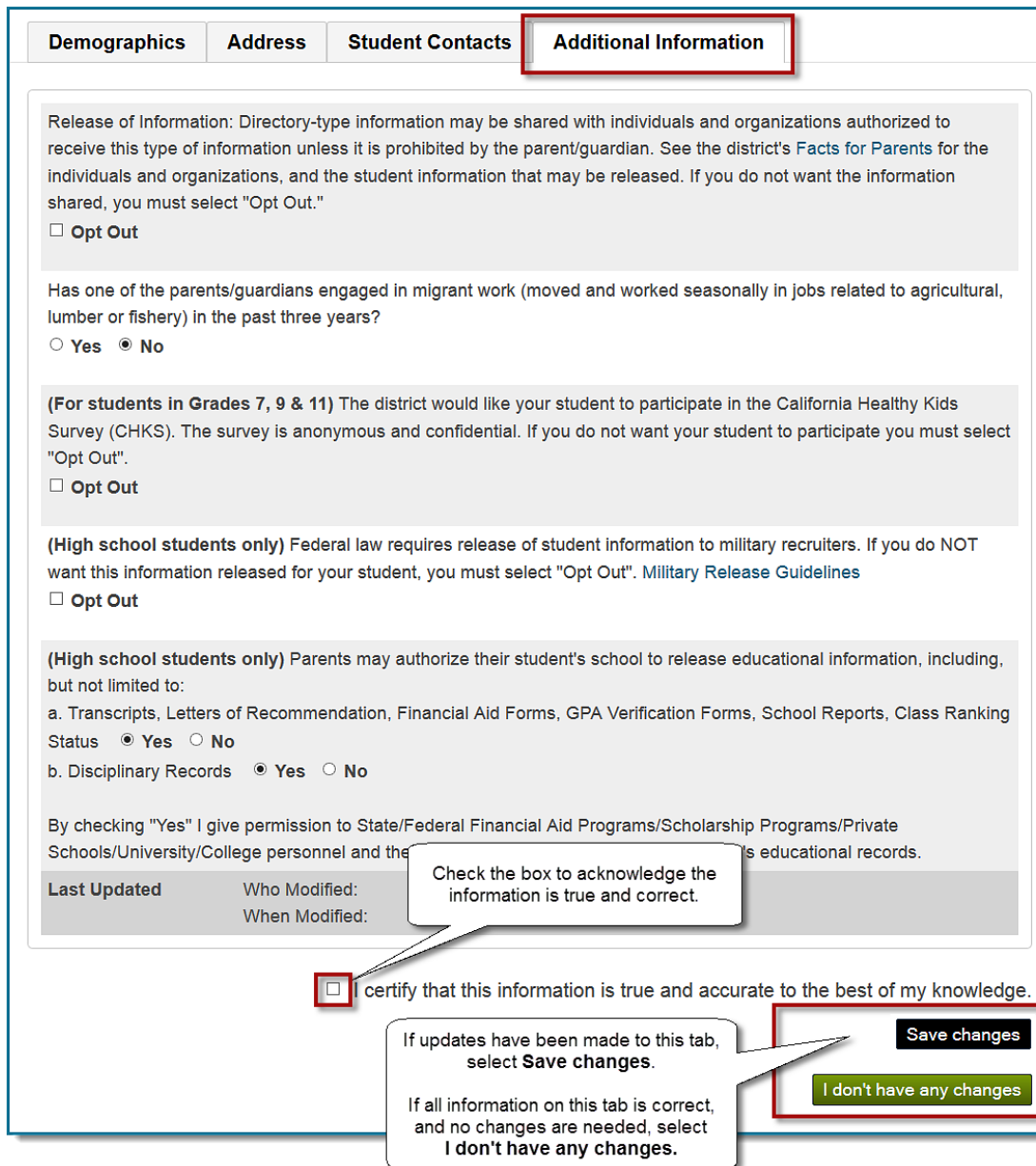


## Updating Additional Information

This tab is used to update additional information on record for the student.

- **Check the box** to acknowledge the information is true and accurate.
- If updates have been made to this tab, select **Save changes**.
- If all information on this tab is correct, and no changes are needed, select **I don't have any changes**.

For more information on how to submit your changes to the school, see page 8, *Saving and Submitting your Updates*.



**Demographics**   **Address**   **Student Contacts**   **Additional Information**

Release of Information: Directory-type information may be shared with individuals and organizations authorized to receive this type of information unless it is prohibited by the parent/guardian. See the district's [Facts for Parents](#) for the individuals and organizations, and the student information that may be released. If you do not want the information shared, you must select "Opt Out."

Opt Out

Has one of the parents/guardians engaged in migrant work (moved and worked seasonally in jobs related to agricultural, lumber or fishery) in the past three years?

Yes    No

**(For students in Grades 7, 9 & 11)** The district would like your student to participate in the California Healthy Kids Survey (CHKS). The survey is anonymous and confidential. If you do not want your student to participate you must select "Opt Out".

Opt Out

**(High school students only)** Federal law requires release of student information to military recruiters. If you do NOT want this information released for your student, you must select "Opt Out". [Military Release Guidelines](#)

Opt Out

**(High school students only)** Parents may authorize their student's school to release educational information, including, but not limited to:

a. Transcripts, Letters of Recommendation, Financial Aid Forms, GPA Verification Forms, School Reports, Class Ranking Status    Yes    No

b. Disciplinary Records    Yes    No

By checking "Yes" I give permission to State/Federal Financial Aid Programs/Scholarship Programs/Private Schools/University/College personnel and the school to release my student's educational records.

Last Updated:   Who Modified:   When Modified:

I certify that this information is true and accurate to the best of my knowledge.

Check the box to acknowledge the information is true and correct.

If updates have been made to this tab, select **Save changes**.

If all information on this tab is correct, and no changes are needed, select **I don't have any changes**.

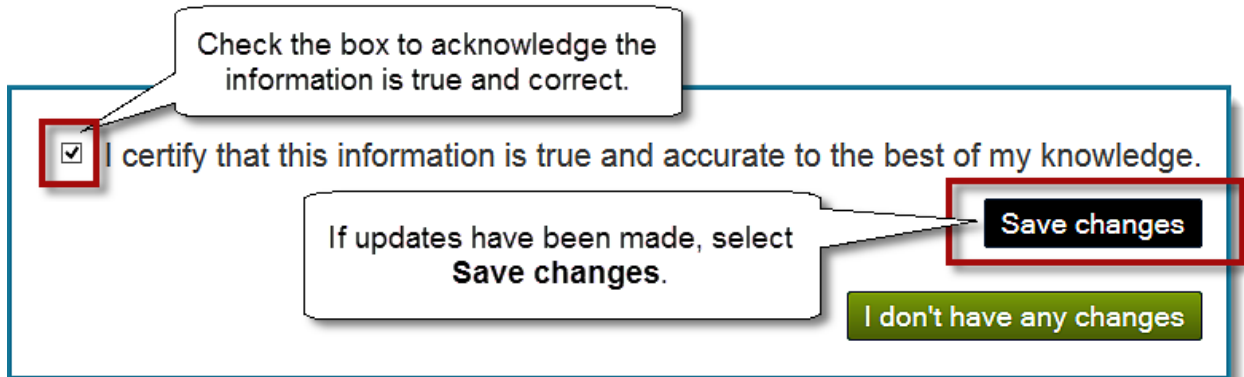
**Save changes**

**I don't have any changes**

## Saving and Submitting Your Updates

### If you have made changes to information on a tab:

- Check the **box** to certify your information is true and accurate.
- Select **Save changes**.



Check the box to acknowledge the information is true and correct.

I certify that this information is true and accurate to the best of my knowledge.

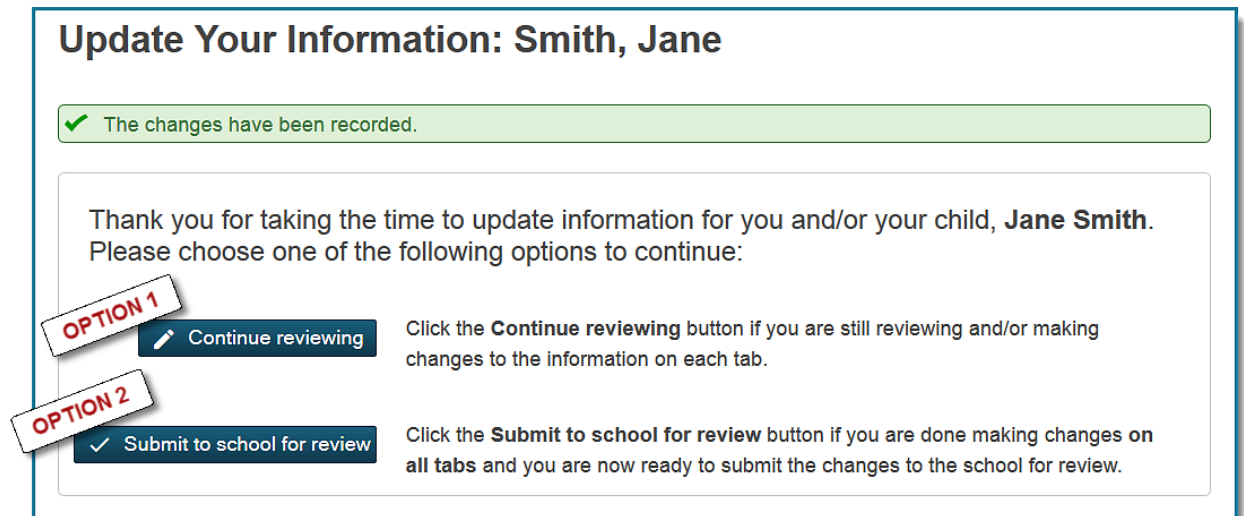
If updates have been made, select **Save changes**.

**Save changes**

I don't have any changes

A confirmation message will prompt you to choose one of the following options:

- **OPTION 1:** Continue reviewing
- **OPTION 2:** Submit to school for review



### Update Your Information: Smith, Jane

✓ The changes have been recorded.

Thank you for taking the time to update information for you and/or your child, **Jane Smith**. Please choose one of the following options to continue:

**OPTION 1**  
 Click the **Continue reviewing** button if you are still reviewing and/or making changes to the information on each tab.

**OPTION 2**  
 Click the **Submit to school for review** button if you are done making changes on **all tabs** and you are now ready to submit the changes to the school for review.

## OPTION 1: Continue Reviewing

If you want to continue to review and/or make changes to your student's information, select the **Continue reviewing** button. You will be returned to the tab you last saved, a green checkmark will display next to the information you have updated.

- Continue to review and/or make changes to the other tabs.

### Update Your Information: Smith, Jane

Use this page to update information for you and/or your child, **Jane Smith**. A green checkmark will be displayed next to information you have submitted (✓). Please change any information that is incorrect, turn on the checkbox at the bottom of the page, and then click the Save changes button. Or click the I don't have any changes button if all of the information is correct on this page. When you are finished reviewing the information on all tabs, please submit your changes to the school for review and approval.

Demographics
Address
Student Contacts
Additional Information

**Household Address**

Street	<input type="text" value="5949 Portobello Ct"/>	* ✓	Apt/Suite	
City	<input type="text" value="San Diego"/>	* ✓	State	
Zip	<input type="text" value="92124"/>	* ✓		

**Mailing Address** [Copy from Household Address](#)

Street	<input type="text" value="5949 Portobello Ct"/>	* ✓	Apt/Suite	
City	<input type="text" value="San Diego"/>	* ✓	State	
Zip	<input type="text" value="92124"/>	* ✓		

**Home Phone**  \*

**Current Caregiver** ?  \*

**Foster Living Situation** ?  (select one if applicable)

**Homeless Living Situation (temporary residence due to financial hardship)** ?  (select one if applicable)

Unaccompanied Youth

Runaway Youth

**Other Living Situation** ?  (select one if applicable)

**Last Updated** Who Modified: Smith, Mary  
When Modified: 12/06/2017 12:49:32 PM

I certify that this information is true and accurate to the best of my knowledge.

**Save changes**

## OPTION 2: Submit to School for Review

Once you are finished with updating your student’s information, select the **Submit to school for review** button. You will be returned back to the last tab you saved, a green checkmark will be displayed next to the information you have submitted.

- All fields are disabled, and the **Save changes** or **I don’t have any changes** buttons are no longer available. You are unable to make further updates until the information you submitted has been reviewed by the school.
- You will be notified via email when your information has been reviewed by the school.

**IMPORTANT!** You are required to provide documentation to your school when submitting information such as your student’s name or address.

### Update Your Information: Smith, Jane

A green checkmark will be displayed next to information you have submitted (✓). You will be notified by email, at [parent@email.com](mailto:parent@email.com), once your information has been reviewed by the school. Please note that you may need to provide additional documentation to your school when submitting information such as your child's name or home address.

Demographics

Address

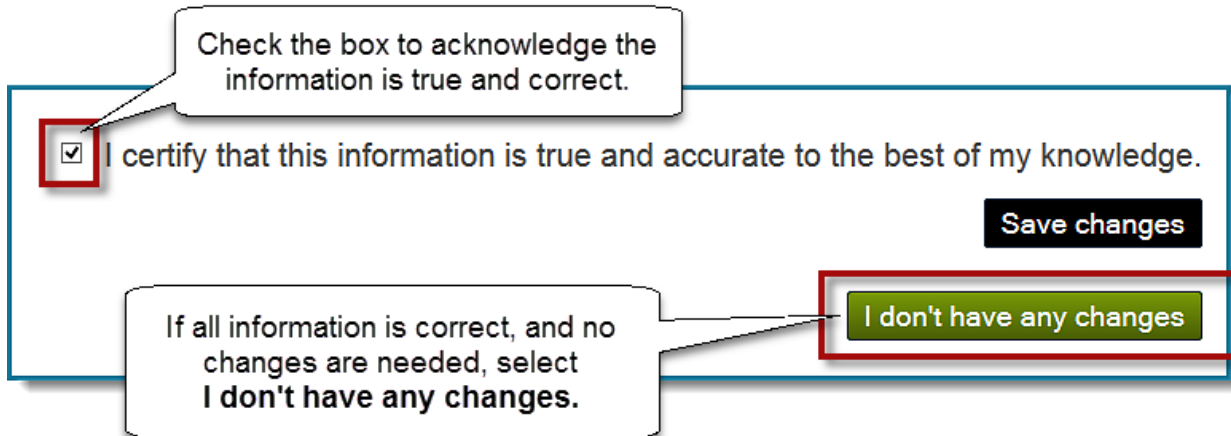
Student Contacts

Additional Information

Household Address	Street	5949 Portobello Ct	* ✓	Apt/Suite	<input type="text"/>
	City	San Diego	* ✓	State	CA <input type="text"/> *
	Zip	92124	* ✓		

## If all information is correct, and no changes are needed:

- Check the **box** to acknowledge the information is true and accurate.
- Select **I don't have any changes**.



Check the box to acknowledge the information is true and correct.

I certify that this information is true and accurate to the best of my knowledge.

Save changes

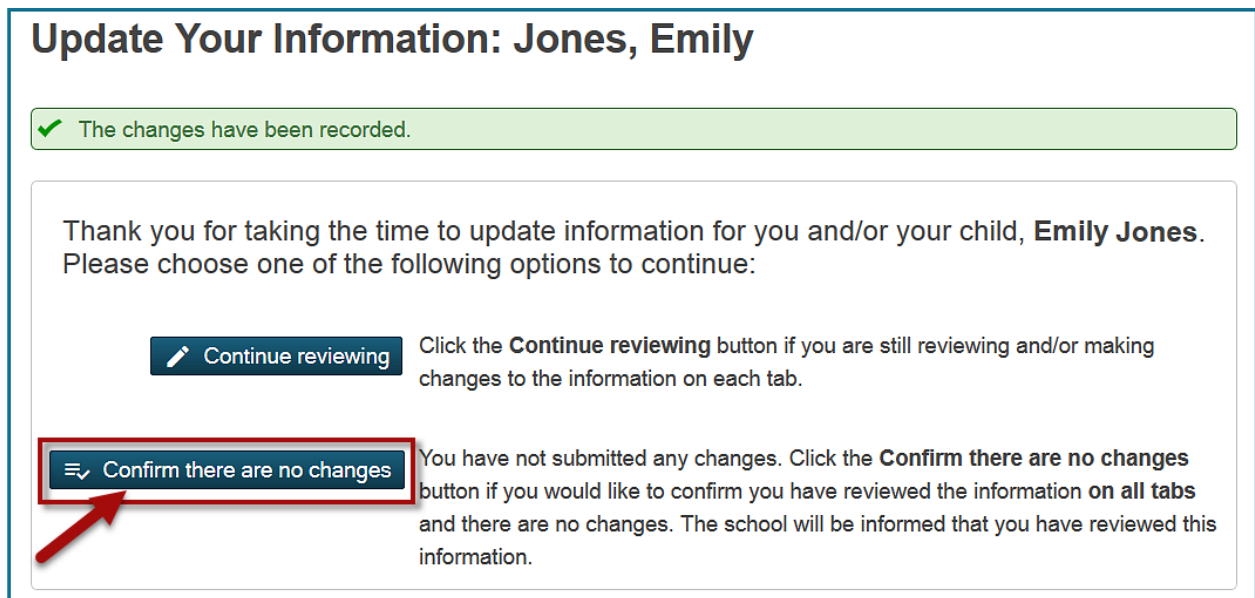
If all information is correct, and no changes are needed, select **I don't have any changes**.

I don't have any changes

A confirmation message will prompt you to choose one of the following options:

- Continue reviewing
- Confirm there are no changes


Select **Confirm there are no changes**.

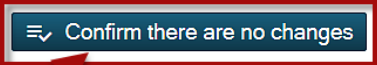


### Update Your Information: Jones, Emily

✓ The changes have been recorded.

Thank you for taking the time to update information for you and/or your child, **Emily Jones**. Please choose one of the following options to continue:

 Continue reviewing Click the **Continue reviewing** button if you are still reviewing and/or making changes to the information on each tab.

 Confirm there are no changes You have not submitted any changes. Click the **Confirm there are no changes** button if you would like to confirm you have reviewed the information on **all tabs** and there are no changes. The school will be informed that you have reviewed this information.

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You will be returned back to the tab you last visited.

All fields are disabled, and the **Save changes** or **I don't have any changes** buttons are no longer available. You are unable to make further updates until the information you submitted has been received by the school.

- You will be notified via email when your information has been received by the school.

## Update Your Information: Jones, Emily

Thank you for confirming there are no changes. You will be notified by email, at [mjones@email.com](mailto:mjones@email.com), once your information has been received by the school.

**Demographics**

**Address**

**Student Contacts**

**Additional Information**

**First Name**  \*

**Middle Name**

**Last Name**  \*

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## After Submitting Your Updates

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After you submit your updates to the school for review, be sure to provide them with the required documentation if you made changes to your student's name or Household Address.

**NOTE:** *School staff will not accept changes to student names or household addresses without the required documentation.*

You will receive an email notification when your updated information has been reviewed and the appropriate changes have been applied to PowerSchool.

**From:** NoResponsePowerSchool@sandi.net

**Sent:**

**To:** msmith5@gmail.com

**Subject:** Changes to PowerSchool information

Dear Mary Smith,

We have reviewed the updated information you provided via PowerSchool and applied the appropriate changes for your student, Jane Smith. Please feel free to review the updated information in the PowerSchool Parent Portal at <https://powerschool.sandi.net/>

Please note that you may need to provide additional documentation if you updated information such as your child's name or home address.

Thank you for taking the time to update information related to you and your child. We sincerely appreciate your assistance to ensure that we have the most accurate and up to date information at Serra High.

Sincerely,

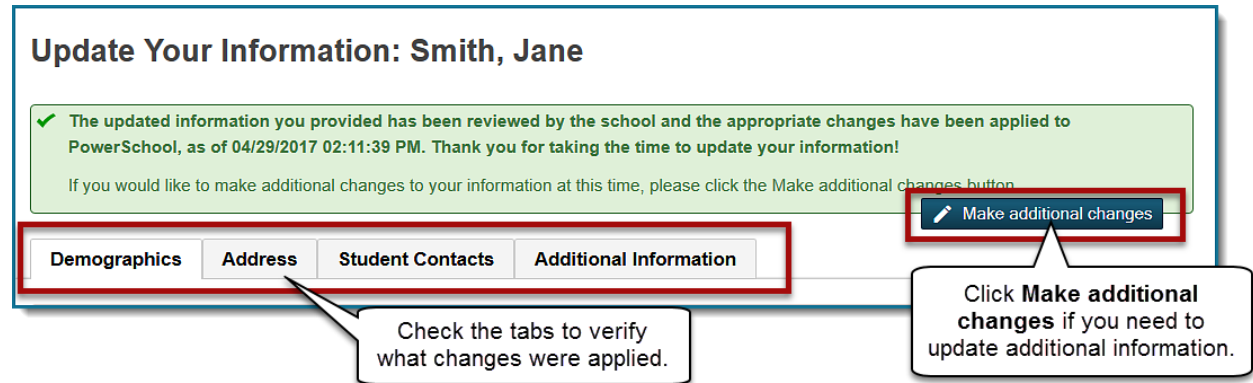
Serra High  
5156 Santo Rd  
San Diego, CA 92124  
(858) 496-8342

San Diego Unified School District  
[www.sandiegounified.org](http://www.sandiegounified.org)

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Be sure to check the Parent Portal to verify the changes that were applied to PowerSchool.

- Changes that were not accepted by the school will not be updated in the Parent Portal.
- Click **Make additional changes**, if you need to update additional information.



**Update Your Information: Smith, Jane**

✓ The updated information you provided has been reviewed by the school and the appropriate changes have been applied to PowerSchool, as of 04/29/2017 02:11:39 PM. Thank you for taking the time to update your information!

If you would like to make additional changes to your information at this time, please click the Make additional changes button.

**Make additional changes**

Demographics Address Student Contacts Additional Information

Check the tabs to verify what changes were applied.

Click **Make additional changes** if you need to update additional information.