



# Essex County Vocational Schools

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### PARENT PORTAL

#### **The Parent Portal in PowerSchool:**

The ECVTS district uses PowerSchool to schedule classes, take daily attendance, store student grades, and produce progress reports, report cards, and transcripts. One of the key components of PowerSchool is the Parent Portal. The Parent Portal “brings together” teachers, students, parents, and school administrators in an easily used and accessible web-based data system. By utilizing PowerSchool, everyone stays connected. You will be able to fully participate in your child’s academic progress. In addition, the Parent Portal you will allow you to view information regarding your child’s attendance, grades, detailed assignment descriptions and comments/messages from teachers.

#### **Caution to Parents:**

While our instructional staff will make every effort to update grades as frequently as possible, parents/guardians should note that all grades may not be immediately entered into PowerSchool. Therefore, grades shown in PowerSchool may not reflect the most recent grade. Nevertheless, we recommend that parents inquire about grades unsatisfactory grades.

#### **Training Sessions:**

During our monthly PTSA meetings, there will opportunities for parents to learn more about the Parent Portal. Parents of new students will receive some training during orientation. Included are Frequently Asked Questions (FAQs) that will provide addition information about the Parent Portal and contact information for anyone who may need additional assistance.

## PowerSchool Parent Portal Frequently Asked Questions (FAQs)

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### **Q. What is PowerSchool?**

**A.** PowerSchool is our student information system. It allows us to manage information such as grades, attendance, schedules, demographics, courses, etc. Since Powerschool is web-based, some of this information can easily but safely shared with you and your child.

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### **Q. What is the web address for PowerSchool?**

**A.** The Essex County Vocational Technical School web address is: <http://pwrschool2.essexextech.org>

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### **Q. What can I see on the PowerSchool site?**

**A.** Parents can access the following information: grades for current classes, attendance for the past two weeks or the current quarter, teachers' comments, email links to teachers, various reports via email, and the school bulletin.

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### **Q. Is this system secure?**

**A.** Absolutely. Your child's safety and privacy are our greatest priorities. The Parent Portal is hosted through PowerSchool, our secure student information system. Your child's records can only be accessed by authorized school officials and those with whom you share your password.

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### **Q. Who do I contact for PowerSchool access?**

**A.** Your account was setup automatically by the software. Your username and password are on the cover letter. If you need further assistance, please contact Ms. Guerrero at [zguerrero@essextech.org](mailto:zguerrero@essextech.org)

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### **Q. Can I change my password?**

**A.** At this time, PowerSchool does not allow for the ability to change your password. Please record it and keep it somewhere safe and private so you have it when you need it. If your password is lost or compromised please contact Ms. Guerrero @ 973-421-2215 to have the password reset and a letter will be mailed home with the username and password. Passwords and usernames WILL NOT be given out over the phone.

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### **Q. I have multiple children in the district. Can I have access to all their accounts under just one username and password?**

**A.** PowerSchool does not allow for this (yet). Each child's account information is housed under a separate account so you will have a different parent login for each child.

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### **Q. My husband/wife and I are separated/divorced. Can we get another parent username and password for our child's account?**

**A.** No. Unfortunately, the PowerSchool program only allows one parent account to be created per child. Therefore, both parents will have to use the same username and password that was assigned by our district. Keep in mind that only one authorized person may view a student's records at one time.

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### **Q. Can other people see my child's grades and information?**

**A.** No. As long as you protect your password, others will not be able to see your child's information. Each child/parent is issued a unique identification log in and password. Your child's records can only be accessed by authorized school officials and those with whom you share your password.

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### **Q. Do students and parents see the same screens/comments?**

**A.** When students and parents access the PowerSchool server, they see the same information with one exception; parents will have the ability to enter their email address and to request automatic progress reports via email in the future. Email is not currently enabled on the server.

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### **Q. I have questions about the information found regarding my child's grades or attendance. Who should I contact?**

**A.** We encourage you to talk with your child about your concerns, if appropriate, and then contact your child's teacher by phone or by email, if needed.

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**Q. I don't have Internet access at home. How can I access the PowerSchool Parent Portal?**

A. You can access the Parent Portal from any computer with Internet access. Computers may be available at a public library.

**Q. What do Q1, Q2, S1, Q3, Q4, S2 and Y1 stand for?**

A. Q1 is the average grade for Quarter 1. Q2 is the average grade for Quarter 2. S1 stands for Semester 1. S1 is the average grade of Quarters 1 and 2. Q3 is the average for Quarter 3. Q4 is the average for Quarter 4. S2 is the average for Quarters 3 and 4. Y1 is the final grade for a completed course. When an average is visible you may click the average to see the assignments that affected the score.

**Q. How often are grades updated online?**

A. Each teacher uses their own timeline for entering their grades. Feel free to check with your child's teacher(s) for their policy on how often or when they post grades online.

**Q. How do I cancel my Parent Portal account?**

A. Send an email from the account that is registered with to aziobro@essextech.org indicating you would like your Parent Portal account disabled. Be sure to include school, names of students, and homeroom of each student.

**Q. How do I get more help with the PowerSchool Parent Portal?**

A. If you're still left with questions regarding the Parent Portal after reviewing the resources found on the Parent Portal web page, you may e-mail

**Q. Here is a potential scenario: My son had a test in Algebra I at 10:00 am. It is now 11:05 am and I don't see the grade in Powerschool. Should the grade be posted?**

A. Grades get entered into Powerschool after assignments are graded by teachers and in some cases the grades are reviewed with students. Some teachers will grade tests only after all students have had a chance to take the test. If a student was absent this may cause a delay in the grading of the tests. After the test is graded some teachers prefer to review the test with the students before making the grades available in Powerschool. Please feel free to contact your child's teacher if there are any questions regarding grading policies in a particular class.

**Q. Whom should I call if I have a question?**

A. Please use the table below to decide whom to contact for various types of questions.

Question Topic	Person to Contact
Grades for class assignments during the current semester	Your student's teachers. Teachers' email contact info is available on the PowerSchool website at the main student screen.
Attendance in a specific class on a specific day	Student Services: 973-412-2215
Grades on transcripts, GPA, class rank	Student Services: 973-412-2215
Course schedules, graduation progress and college and careers	Student Services: 973-412-2215
General attendance questions and questions related to absences	Student Services: 973-412-2215

**Q. When I look at my students grades and average them I am getting a different grade then what is listed in Powerschool.**

A. Each class follows a different grading policy. Please refer to the grading policy for that class. Most teachers will use a weighting system on grades where Tests carry a different weight from Homework and Quizzes.

**Q. I tried to access the website but was unable to access the parent portal. Why can't I get into parent portal?**

A. During last week each cycle the parent portal will be turned off when teachers are updating grades. It will reopen after the grades for the cycle are finalized.

**Q. I replied to the PowerSchool auto-email with a question, but have not received a response. Why?**

A. The PowerSchool auto-generated email is created and sent by the PowerSchool server, not by an individual. The server will not reply to your email sent to that address. If you have questions about your child's progress, please direct those questions directly to the faculty member.