

Navigating the Parent Portal

TABLE OF CONTENTS

- [Creating a Parent Portal login](#)
- [Adding a Student to your Portal](#)
- [Toggle between multiple children](#)
- [Accessing Forms \(Enrollment or other\)](#)
- [Enrollment Forms \(New Students\)](#)
- [Enrollment Forms \(Existing EESD Students\)](#)
- [Accessing Emergency Card](#)
- [Updating Emergency Card Information](#)
- [Change of Address](#)
- [Updating Health Information](#)
- [Updating Insurance Information](#)
- [Choosing an Elective \(Parsons Students only\)](#)



Creating a Parent Portal Login

Start at the website*
eesd.powerschool.com/public



Student and Parent Sign In

Sign In Create Account

Create an Account

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.](#)

Create Account

*You will need a letter from the school site or Enrollment process that includes Access ID and Password that is unique to your child.

EXAMPLE:

Parent Account Details

First Name	Jane
Last Name	Smith
Email	janesmith@gmail.com
Desired Username	janesmith
Password Strong
Re-enter Password
Password must: characters long

Important: You will use this username and password that you set here to log on to the portal or app once your account is created.

Measures *strength* of password: Strong passwords are longer and have capitals, numbers, symbols, etc.

Enter the password you wish to use (at least 5 characters).

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's first name	Access ID for student 1	Access Password for student 1
Student Name	John	Access ID	123456
Access Password	Relationship	Mother
2	Repeat for other students	Access ID	654321
Student Name	Suzy	Access Password
Relationship	Mother		

Back to Table of Contents



Adding additional Students to your Portal

Once logged in:

- 1. **Navigation**
 - Grades and Attendance
 - Grade History
 - Attendance History
 - Email Notification
 - Teacher Comments
 - Report Cards
 - School Bulletin
 - Class Registration
 - Balance
 - My Schedule
 - School Information
 - Score Reports
 - Account Preferences

Click on "Account Preferences" from the navigation menu.



2. Account Preferences



Choose "Students" tab.

3. Add

Click on the blue "Add" button on the far right

4. Fill out the "Student Access Information" (*Note- You will need an Access ID and Password. Contact your school for this information)

Add Student ✕

Student Access Information

Student Name

Access ID

Access Password

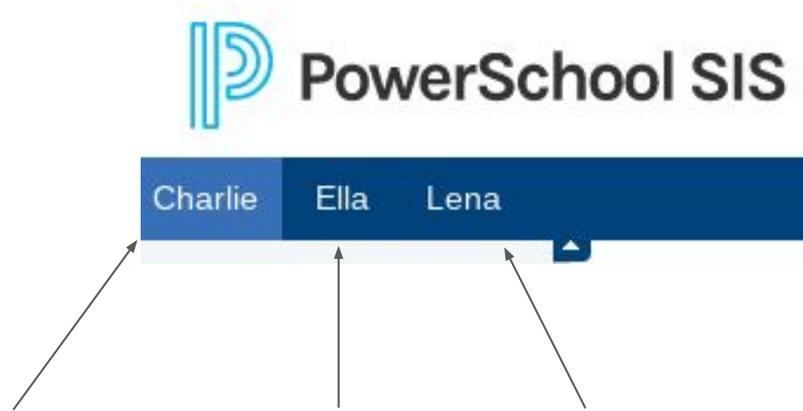
Relationship

Cancel OK



Toggle Between Multiple Children

Once logged in, each student is listed under the PowerSchool logo.



Click on the student's name to change between students.



Accessing Forms

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Report Cards
- Forms**
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Score Reports
- Account Preferences

- General Forms
- Class Forms
- Enrollment
- Student Support

Click on "Forms"

Choose the tab for the Forms you need to access (to enroll a student, choose the "Enrollment" tab).



Enrollment Forms (New Students)

Click on Forms you need to complete and submit

Forms

Status will change when you submit forms

Enrollment			
Status	Form Name	Form Description	Category
Submitted	Enrollment: NEW Student	Required for New Enrollment	Enrollment
Submitted	Home Language Survey	Required for New Enrollment	Enrollment
Submitted	Housing Questionnaire	Required for New Enrollment	Enrollment
Empty	Kindergarten Readiness Survey	Required for Kindergarten Enrollment	Enrollment
Submitted	Kindergarten Speech & Language Screening	Required for Kindergarten Enrollment	Enrollment
Other Enrollment			
Status	Form Name	Form Description	Category
Empty	Caregiver's Authorization Affidavit	Only Required for Students living with a Qualified Relative (non-parent)	Other Enrollment
Empty	Intra-District Transfer Request	Only Required for Students requesting Enrollment outside their School of Residence but still within Enterprise Elementary School District.	Other Enrollment

Tip Make sure you complete the forms for each student.
[\(Toggle between children\)](#)

You only need to submit the forms that apply to the child's situation



Enrollment Forms (Existing EESD Students)

- General Forms
- Class Forms
- Enrollment
- Student Support

Choose the tab for the Forms you need to access (to enroll an existing student, choose the "Enrollment tab").

Tip Make sure you complete the forms for each student. [\(Toggle between children\)](#)

Enrollment

Status	Form Name	Form Description	Category
Empty	Existing Student Enrollment	Required for Students already Enrolled in an EESD School, including EESD Preschools, who are changing schools or enrolling in Kindergarten. If your student plans on returning to the same school next year, please do not submit an Enrollment Form.	Enrollment

Status will change when you submit forms

Find the Existing Student Enrollment Form



Accessing Emergency Card

General Form:
[Accessing Forms](#)

- General Forms
- Class Forms
- Enrollment
- Student Support

Choose the tab for the Forms you need to access (to enroll an existing student, choose the "General Forms" tab).

Emergency Contact Information

Status	Form Name	Form Description	Category
Empty	Emergency Contact Information	Required for Enrollment and anytime there is a change in Contact Information (address, phone, emergency contacts, etc.)	Emergency Contact Information

Status will change when you submit forms

Click on "Emergency Contact Information"



Updating Emergency Card Information

[Access Emergency Card](#)

Add new contacts using the “Add” button

Name	Relationship	Phone Type	Phone #	Address	Email	Custody	Lives with	School Pickup	Emerg. Contact	Data Access	
Tiffany Doe	Mother	Mobile	530-777-7777				✓			✓	
Tiffany Doe	Mother										
Aaron Jonathon Doe	Father	Mobile	530-555-1234				✓				

Edit existing Contacts using the icon

Delete a contact using the icon

Apply this list of contacts to:

Doe, John Lee

Changes *

Changes made

No changes needed at this time

Parent /Guardian Name *

Date *

Can apply changes to other students.

Mark if changes were made or not

Digitally sign for changes



Change of Address

General Form:
[Accessing Forms](#)

- General Forms
- Class Forms
- Enrollment
- Student Support

Choose the tab for the Forms you need to access (to enroll an existing student, choose the "General Forms" tab).

Status	Form Name	Form Description	Category
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Empty	Change of Address	Please Update this anytime your student, or yourself, has a change of address.	General
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Status will change when you submit forms

Click on "Change of Address"

Complete the Form as directed

Submit for Family

Submit & Jump to...
Form Listing

Change of Address

Change of Health Form

Emergency Contact Information

Click on the arrow next to "Submit" to submit for Family (other linked students)

Submit

Back to Table of Contents



Updating Health Information

General Form:
[Accessing Forms](#)

- General Forms
- Class Forms
- Enrollment
- Student Support

Choose the tab for the Forms you need to access (to enroll an existing student, choose the "General Forms" tab).

General

Status	Form Name	Form Description	Category
Empty	Change of Address	Please Update this anytime your student, or yourself, has a change of address.	General
Empty	Change of Health Form	Please use this form anytime there is a change needed regarding your Student's Health	General

[Change of Health Form](#)

Click on "Change of Health Form"

Status will change when you submit forms

Complete portions that have changed

*This information must be updated for each individual student.



Updating Insurance Information

This is a portion of the [“Change Health Form”](#)

General Form:
[Accessing Forms](#)

↓
Scroll Down
↓

Student's Doctor Information

Doctor Name

Dentist Name

Doctor Phone

Dentist Phone

Medical Insurance Company

Policy Number

Complete “Medical Insurance” fields*

*This information must be updated for each individual student.



Choosing Electives for Next Year (Parsons Students Only)

Once logged in AS A STUDENT:

1.

- Navigation**
- Grades and Attendance
 - Grade History
 - Attendance History
 - Email Notification
 - Teacher Comments
 - Report Cards
 - School Bulletin
 - Class Registration**
 - Balance
 - My Schedule
 - School Information
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 - Account Preferences

Click on "Class Registration" from the navigation menu.

2b.

Check the box of your choice

Electives Click the edit button to request a course →

Please select and Elective you'd like to take in the 2020-2021 School Year

Number of requests to generate : 1

2a. First Choice

Click on the pencil to choose.

Alternate Electives Click the edit button to request a course →

Please select and Alternate Elective in case your first choice is not available.

Number of requests to generate : 1

3. Second choice

Click on the pencil to choose.

Additional Requests

English 7 Honors 735H - 5 credits	Math 7 Honors 745H - 5 credits	Life Science 7 Honors 755H - 5 credits	World History 7 Honors 765H - 5 credits	Physical Education MS75 - 5 credits
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Requires 5 credit hours.
Requesting 0 credit hours.
Requesting 25 additional credit hours.

Electives Please select and Elective you'd like to take in the 2020-2021 School Year

<input checked="" type="checkbox"/>	Course Name	Number	Course Description	Credits	Prerequisite Note	Alerts
<input type="checkbox"/>	Art	E000		5		
<input type="checkbox"/>	Band 7	E517		5		⚠ Prerequisites have not been met
<input type="checkbox"/>	Choir 7	E527		5		
<input type="checkbox"/>	STEM	E222		5		
<input type="checkbox"/>	Yearbook	E224		5		

<< first < prev 1 next > last >>

⚠ You may select 1 course. You have selected 0 course(s).

Cancel Okay Submit

4.

Click Submit

Back to Table of Contents