
How to Obtain Districtwide, Read-Only Access to PowerSchool

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Districtwide, read-only access can be provided in PowerSchool to San Diego Unified employees who need to see student information but do not need to make changes. Ordinarily, such districtwide access will be granted only to central office employees.

In order for your request to be considered for approval, you must attend PowerSchool training. In the request form, below, please provide the date you attended or will attend PowerSchool training. If you have not yet attended training, you will be provided with access once you have completed the class. At the very least, users must attend the **Introduction to PowerSchool** class.

Please follow the instructions below to request Districtwide, read-only access in PowerSchool.

1. Collect the names of the people in your office who need Districtwide, read-only access to PowerSchool. If more than 5 employees need access, please use [this Excel template](#) to assist with completing the request.
2. Create one email that either a) contains one completed request form (see below), for each staff member, or b) includes the completed Excel template as an attachment.

REQUEST FORM

Please complete all fields for each staff member requesting access to the PowerSchool student information system.

First name:

Last name:

Employee ID:

Position:

Department:

Phone:

Email:

Supervisor first name:

Supervisor last name:

Supervisor phone:

Supervisor email:

PowerSchool training date:

Specific reason for access:

By submitting this request, I am verifying that I need Districtwide, read-only access to the PowerSchool student information system to complete work-related tasks. I will not share student information with any third party and I will not use this account for non-business related activities. I understand I may lose my access privileges if I abuse the use of my account.

3. Send this email to your supervisor.
4. Have your supervisor review the information in the email and add the following statement to the top of the document:
By forwarding this email, I agree that the staff member(s) listed below need Districtwide, read-only access to the PowerSchool student information system to complete their assigned tasks.
5. Have your supervisor forward the complete email to Ron Rode (rrode@sandi.net), in Research and Reporting.
6. IT will process the information and notify the staff members as soon as their account is activated.

Please contact Ron Rode with questions regarding account authorization. Please contact Sharonne Anderson-Sanford (ssanford@sandi.net) in IT with questions regarding account activation.