Parent Portal Implementation Planner

This worksheet provides the framework for a site Parent Portal implementation. Please refer to Parent/Student Portal Administration Handbook, a comprehensive guide, with step by step instructions for how to set up, implement, and maintain the Parent/Student Portal. Additional job aids, video tutorials and parent resources can be found on our Parent and Student Portal - IT Department website.

Step 1: Assign

- ☐ Administrator will assign a Site Parent Portal Coordinator for your school.
  This could potentially be your VP, Power User or Site Tech.
  - ☐ Name: _____
  - ☐ How can parents contact Site Coordinator: _____
- ☐ Locate and review district resources:
  - ☐ (For Parents) PowerSchool Parent/Student Portal (How to create an account, sign in, FAQs.)
  - ☐ (For Staff) Parent and Student Portal (Handbook, Job Aids, Video Tutorials and Parent Resources.)
  - ☐ Discuss timelines and expectations.
- ☐ Assign additional clerical staff, if needed:
  - ☐ Name(s): _____

Step 2: Create

- ☐ Create a distribution plan for reaching parents with their Access IDs and Passwords.
  - ☐ Determine the start date: _____
  - ☐ Link district Parent Portal resource webpage to your school site Webpage:_____
  - ☐ Methods to announce and inform parents: _____
  - ☐ Who will prepare Parent Access ID/Password handout/letter? This sensitive Information can be emailed or mailed to parent/guardian, but, sites *cannot* hand deliver information for student to take home:_____

Step 3: Setup

- ☐ Setup the Parent Portal view features in PowerSchool.
  - o Attend a virtual Open Lab for Portal setup and support (register in Professional Learning)
  - ☐ Elementary schools enable Standards and attendance to be visible for parents.
  - ☐ Secondary schools enable available features, for example, grades, attendance, and scores.
  - ☐ Review and discuss the Parent Portal Update feature. This can be enabled anytime at administrative discretion but once it is enabled, the site must process parent information changes in a timely manner.
    - o Accepting Parent Portal Updates – for School Sites Handbook and video tutorials for school sites.
  - ☐ Date to be completed: _____
- ☐ Enable the Parent Portal in PowerSchool.
  - ☐ Date to be completed: _____

☐ Discuss periods to disable the Parent Portal. Remember, parents and students can see course requests and scheduled teachers when the portal is enabled.

Step 4: Rollout

☐ Site Parent Portal Coordinator communicates site plan to parents/guardians to implement the Parent Portal.

☐ Understand requirements and protocol to ensure student confidentiality, safety and security of portal access (See Parent/Student Portal Administration Handbook).

 ☐ Parent/guardian must be *verified* before disseminating any access information.

 ☐ Parents/guardians must be listed on the Enrollment form in PowerSchool.

 ☐ Legal Bindings in PowerSchool must be referenced for each request.

☐ Upon verification, provide parent/guardian:

 ☐ How to Create a Parent Account in PowerSchool Parent Portal.

 ☐ Provide Access ID and Password in the Parent Portal Access Letter (available in English, Spanish, Vietnamese, and Tagalog.)

  o Download Video Tutorial: Select students to print Parent Portal Access Letter.

Step 5: Support

☐ Assist parent/guardians with Portal issues.

☐ Parent/guardian must be *verified* before disseminating any access information.

 ☐ Parents/guardians must be listed on the Enrollment form in PowerSchool.

 ☐ Legal Bindings in PowerSchool must be referenced for each request.

☐ Provide ongoing Portal maintenance.

 ☐ Enable new parent accounts and distribute Access ID and Passwords

 ☐ Disable Parent Portal during grade posting?
 Disable dates: _____ Enable dates: _____

 ☐ *Consider end of year disable date: _____

 ☐ *Plan beginning of year enable date: _____
 *SDUSD will *disable* Parent Portal for all schools the end of June and *enable* the Portal for all school near the start of school. Look for IT Training & Support email with details.