

PowerSchool Handbook

Using Parent Portal to Update Student Information

Version 3.0
February 7, 2024



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About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for Parents or Guardians of UTK-12 students as a guide for updating their student's enrollment information. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact your student's school.

Dates and terms depicted throughout this handbook are used as examples and may not reflect the current school year or Term.



About Parent Portal Updates

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

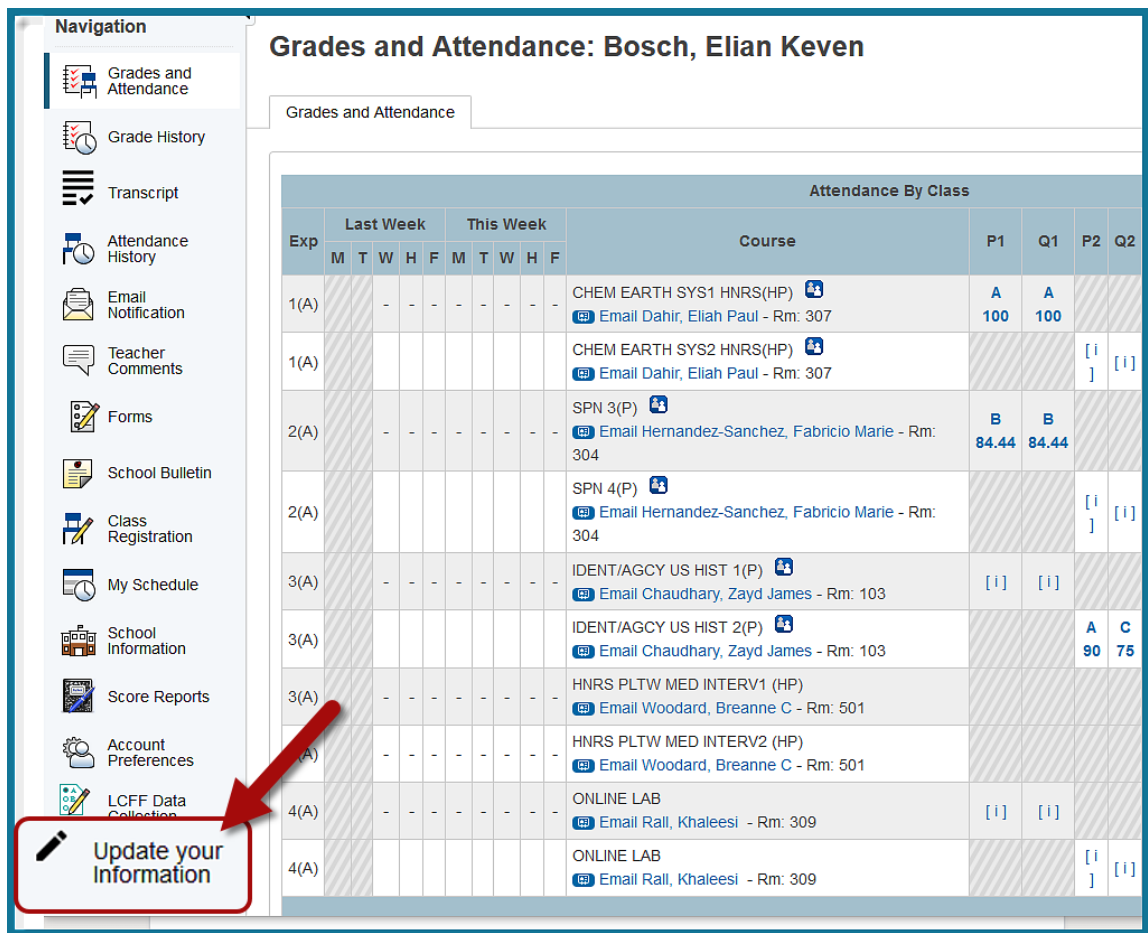
- **Convenience for parents/guardians:** Changes or confirmations are made online instead of visiting the school office and filling out paperwork.
- **PLEASE NOTE:** Parent/guardians must still provide the school with the required documentation for changes to student name and Household Address. Schools 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- **Timeliness of changes:** Online accessibility makes it easier to spot and update out-of-date and incorrect information.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-hand side menu, select **Update Your Information**.



Navigation

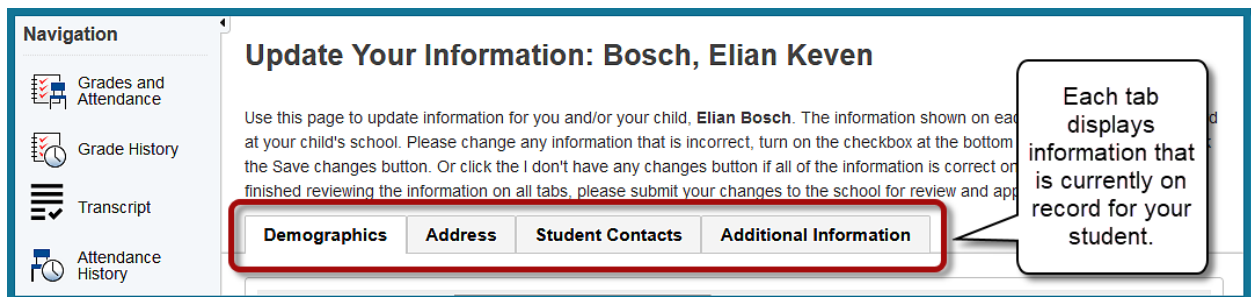
- Grades and Attendance
- Grade History
- Transcript
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Score Reports
- Account Preferences
- LCFF Data Collection
- Update your Information**

Grades and Attendance: Bosch, Elian Keven

Grades and Attendance

Exp	Last Week					This Week					Course	P1	Q1	P2	Q2	
	M	T	W	H	F	M	T	W	H	F						
1(A)			-	-	-	-	-	-	-	-	-	CHEM EARTH SYS1 HNRS(HP) Email Dahir, Ellah Paul - Rm: 307	A 100	A 100		
1(A)												CHEM EARTH SYS2 HNRS(HP) Email Dahir, Ellah Paul - Rm: 307			[1]]	[1]]
2(A)			-	-	-	-	-	-	-	-	-	SPN 3(P) Email Hernandez-Sanchez, Fabricio Marie - Rm: 304	B 84.44	B 84.44		
2(A)												SPN 4(P) Email Hernandez-Sanchez, Fabricio Marie - Rm: 304			[1]]	[1]]
3(A)			-	-	-	-	-	-	-	-	-	IDENT/AGCY US HIST 1(P) Email Chaudhary, Zayd James - Rm: 103	[1]]	[1]]		
3(A)												IDENT/AGCY US HIST 2(P) Email Chaudhary, Zayd James - Rm: 103			A 90	C 75
3(A)			-	-	-	-	-	-	-	-	-	HNRS PLTW MED INTERV1 (HP) Email Woodard, Breanne C - Rm: 501				
3(A)			-	-	-	-	-	-	-	-	-	HNRS PLTW MED INTERV2 (HP) Email Woodard, Breanne C - Rm: 501				
4(A)			-	-	-	-	-	-	-	-	-	ONLINE LAB Email Rall, Khaleesi - Rm: 309	[1]]	[1]]		
4(A)												ONLINE LAB Email Rall, Khaleesi - Rm: 309			[1]]	[1]]

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



Navigation

- Grades and Attendance
- Grade History
- Transcript
- Attendance History

Update Your Information: Bosch, Elian Keven

Use this page to update information for you and/or your child, **Elian Bosch**. The information shown on each tab is currently on record for your student. Please change any information that is incorrect, turn on the checkbox at the bottom of the tab, and click the Save changes button. Or click the I don't have any changes button if all of the information is correct or 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.

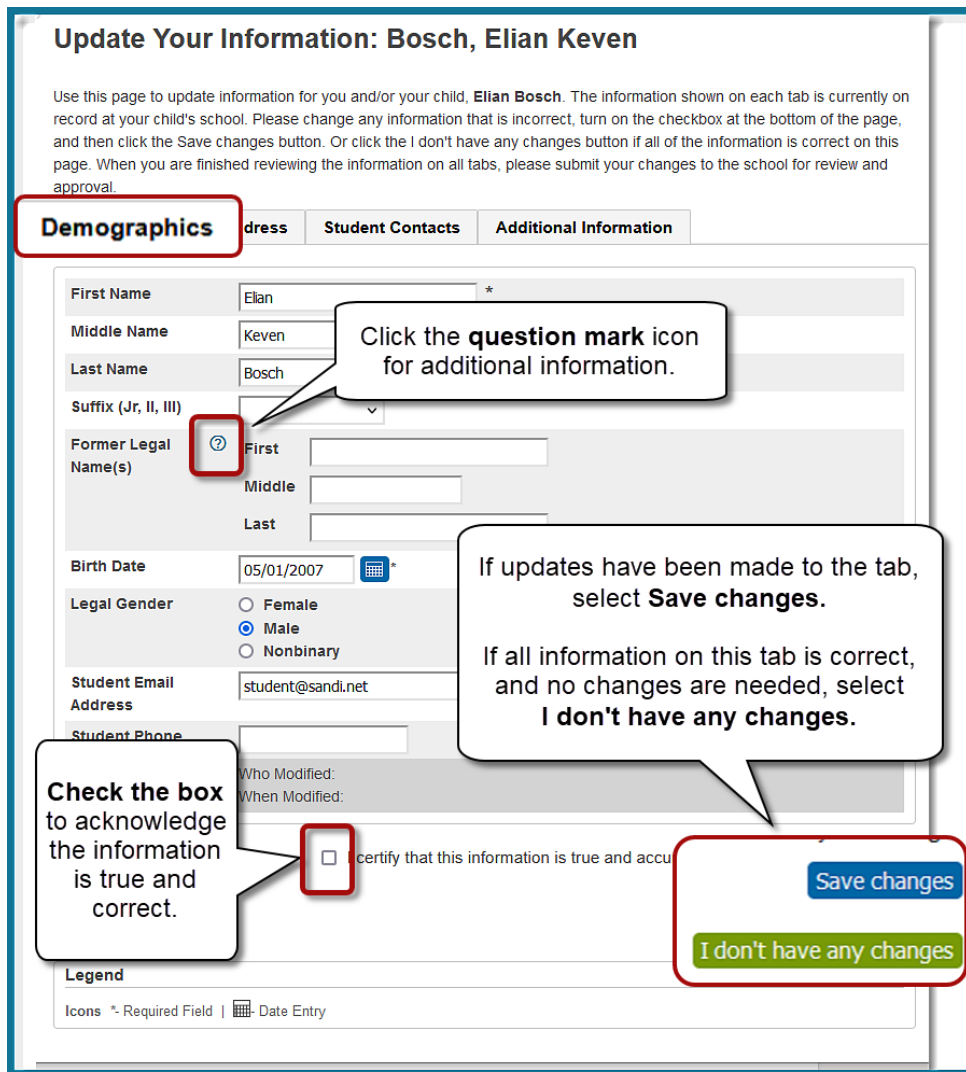
Updating Demographics

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 10, ***Saving and Submitting your Updates.***



Update Your Information: Bosch, Elian Keven

Use this page to update information for you and/or your child, **Elian Bosch**. 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 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

First Name: Elian *
 Middle Name: Keven
 Last Name: Bosch
 Suffix (Jr, II, III):
 Former Legal Name(s): ? First: Middle: Last:
 Birth Date: 05/01/2007 *
 Legal Gender: ☐ Female ☒ Male ☐ Nonbinary
 Student Email Address: student@sandi.net
 Student Phone:
 Who Modified:
 When Modified:

Click the **question mark icon** for additional information.

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

If all information on this tab is correct, and no changes are needed, 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


Save changes
I don't have any changes

Legend
 Icons * - Required Field | - Date Entry

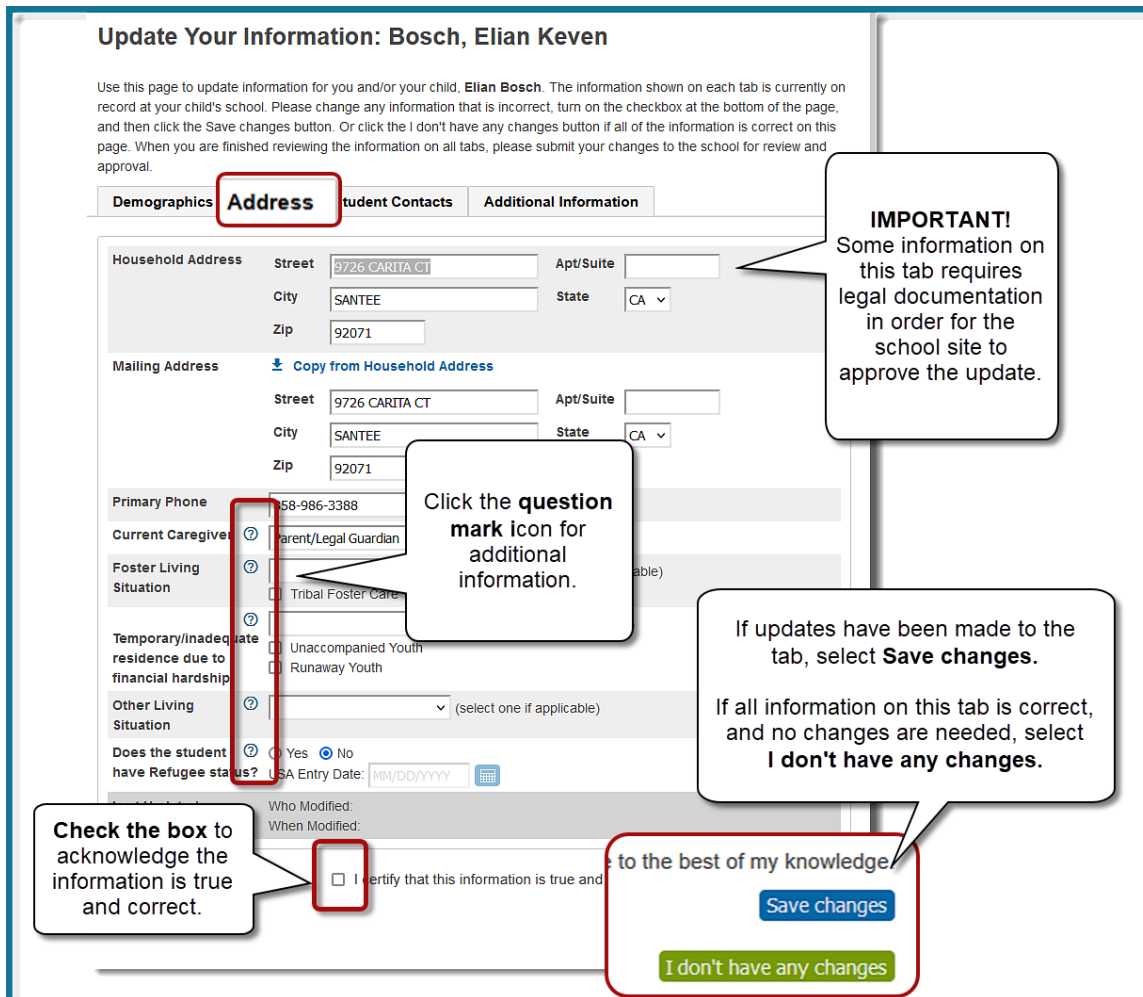
Updating Addresses

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 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 10, ***Saving and Submitting your Updates.***



Update Your Information: Bosch, Elian Keven

Use this page to update information for you and/or your child, **Elian Bosch**. 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 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 Apt/Suite

City State

Zip

Mailing Address


[Copy from Household Address](#)


Street Apt/Suite


City State


Zip


Primary Phone

Current Caregiver  Parent/Legal Guardian

Foster Living Situation  ☐ Tribal Foster Care

Temporary/Inadequate residence due to financial hardship  ☐ Unaccompanied Youth ☐ Runaway Youth

Other Living Situation  (select one if applicable)

Does the student have Refugee status?  ☐ Yes ☒ No

USA Entry Date:

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

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.

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

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

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

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 and/or update the information for the selected contact.



Demographics Address **Student Contacts** Additional Information

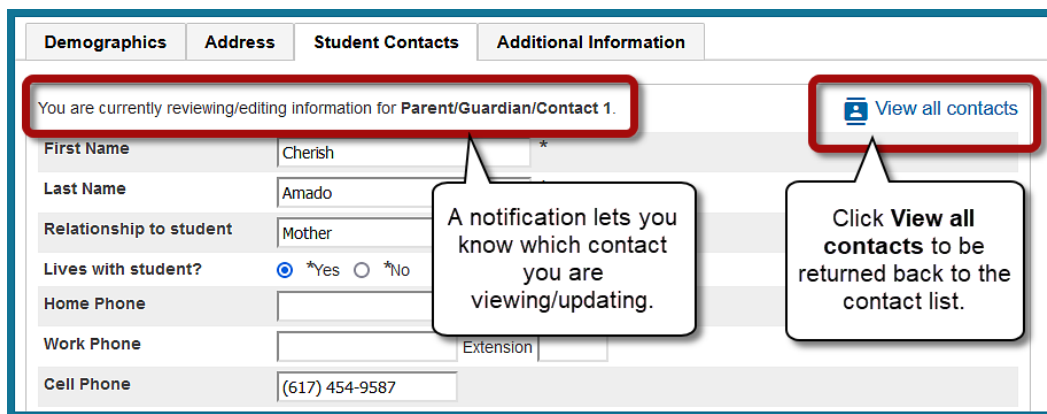
Select a contact to review and/or update information.

Contact Type	First Name	Last Name	Home Phone	Work Phone	Cell Phone
Parent/Guardian/Contact 1	Cherish	Amado			(617) 454-9587
Parent/Guardian/Contact 2	Bladimir	Amado			(617) 454-9587
Emergency Contact 1	Noelani	Amado			(617) 454-9587
Emergency Contact 2					

Click the [blue link](#) to review and/or update the selected contact's information.

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.



Demographics Address **Student Contacts** Additional Information

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

[View all contacts](#)

First Name: Cherish *

Last Name: Amado

Relationship to student: Mother

Lives with student? ☒ *Yes ☐ *No

Home Phone:

Work Phone:

Cell Phone: (617) 454-9587

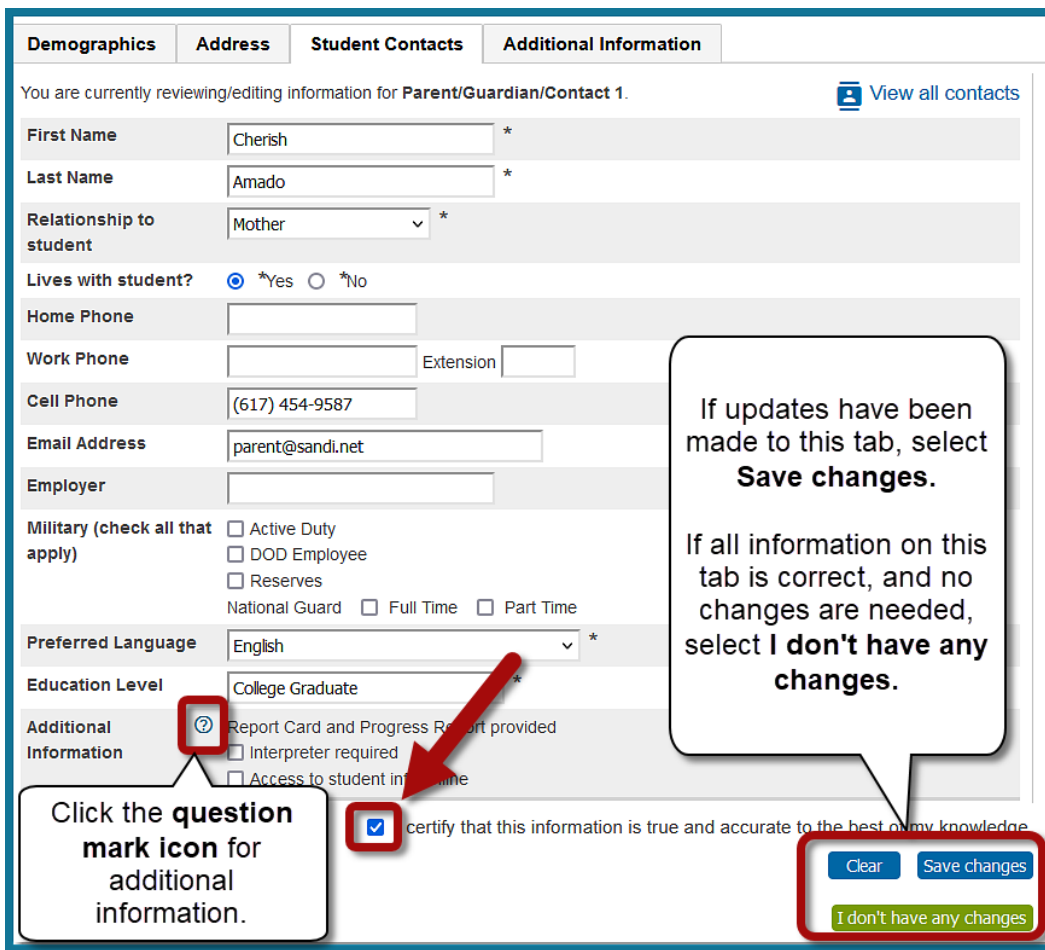
A notification lets you know which contact you are viewing/updating.

Click **View all contacts** to be returned back to the contact list.


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 the 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 10, ***Saving and Submitting your Updates***.



The screenshot shows the 'Student Contacts' tab in the Parent Portal. The form contains the following fields and options:

- Demographics** | **Address** | **Student Contacts** | **Additional Information**
- You are currently reviewing/editing information for **Parent/Guardian/Contact 1**. [View all contacts](#)
- First Name**: Cherish *
- Last Name**: Amado *
- Relationship to student**: Mother *
- Lives with student?**: ☒ *Yes ☐ *No
- Home Phone**: []
- Work Phone**: [] **Extension**: []
- Cell Phone**: (617) 454-9587
- Email Address**: parent@sandi.net
- Employer**: []
- Military (check all that apply)**:
 - ☐ Active Duty
 - ☐ DOD Employee
 - ☐ Reserves
 - ☐ National Guard
 - ☐ Full Time
 - ☐ Part Time
- Preferred Language**: English *
- Education Level**: College Graduate *
- Additional Information**:
 -  Report Card and Progress Report provided
 - ☐ Interpreter required
 - ☐ Access to student information
- ☒ 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**

Annotations:

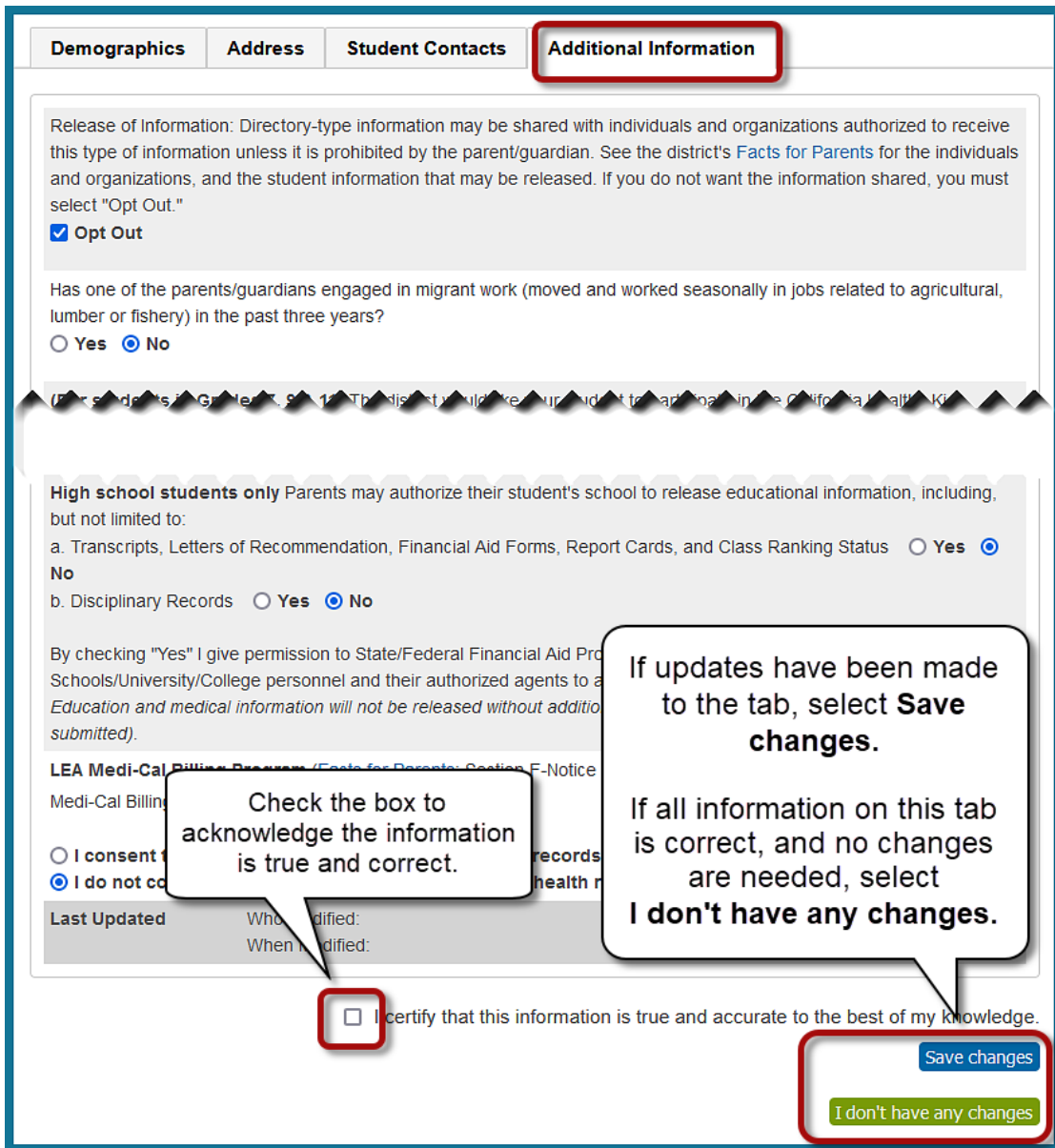
- A red box highlights the question mark icon in the 'Additional Information' section with the text: "Click the **question mark icon** for additional information."
- A red box highlights the 'I certify that this information is true and accurate to the best of my knowledge' checkbox with a red arrow pointing to it.
- A speech bubble points to the 'Save changes' button with the text: "If updates have been made to this tab, select **Save changes**."
- A speech bubble points to the 'I don't have any changes' button with the text: "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 10, ***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 9-12: The district would like your student to participate in the California Health Initiative.)

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, Report Cards, and Class Ranking Status ☐ Yes ☒ No

b. Disciplinary Records ☐ Yes ☒ No

By checking "Yes" I give permission to State/Federal Financial Aid Programs, Schools/University/College personnel and their authorized agents to access and use my child's educational records for financial aid purposes. (Education and medical information will not be released without additional consent.)

LEA Medi-Cal Billing Program (Facts for Parents: Section F-Notice of Rights)

Medi-Cal Billing

☐ I consent to the release of my child's educational records for financial aid purposes.

☒ I do not consent to the release of my child's educational records for financial aid purposes.

Last Updated: _____ Who Modified: _____ When Modified: _____

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

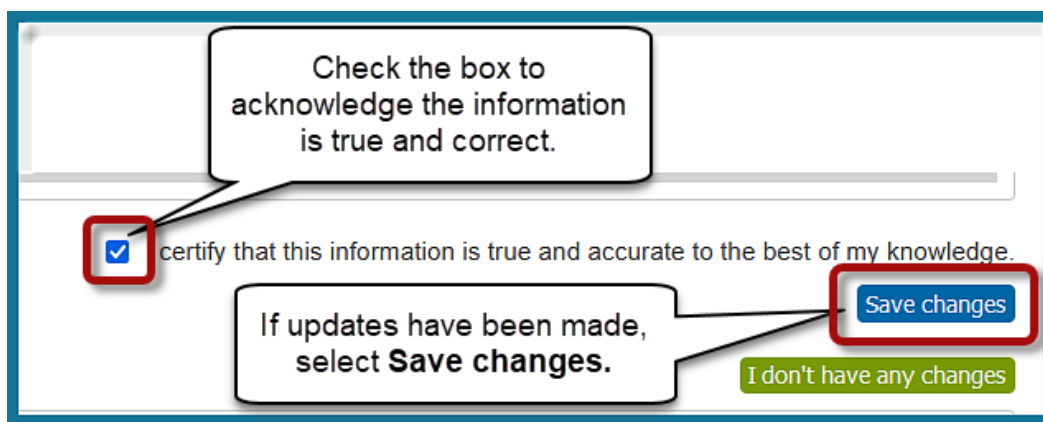
Save changes

I don't have any changes

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.

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

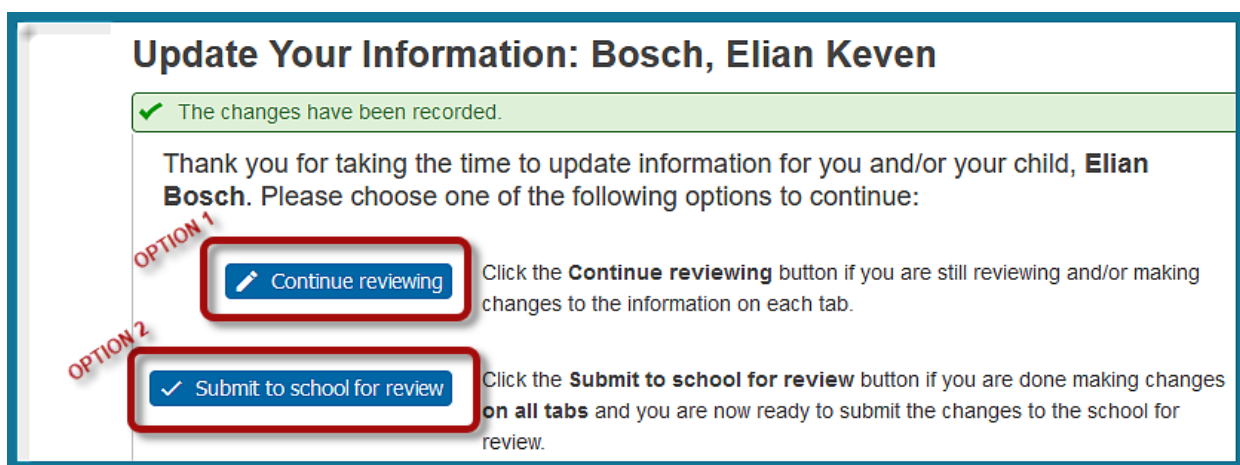
If updates have been made, select **Save changes**.

Save changes

I don't have any changes

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

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



Update Your Information: Bosch, Elian Keven

✓ The changes have been recorded.

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

OPTION 1

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

OPTION 2

Submit to school for review 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.
- After changes have been made on a tab, Check the box, **I certify that this information is true and accurate to the best of my knowledge.**
- Click **Save changes.**

Update Your Information: Bosch, Elian Keven

Use this page to update information for you and/or your child, **Elian Bosch**. 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
1010 PARKSIDE PLACE
Apt/Suite

City
SANTEE

Zip
92071

Mailing Address

Copy from Household Address

Street
1010 PARKSIDE PLACE

City
SANTEE

Zip
92071

Primary Phone
(858) 986-3387

Current Caregiver
Parent/Legal Guardian

Foster Living Situation

Tribal Foster Care

Temporary/inadequate residence due to financial hardship

Unaccompanied Youth
Runaway Youth

Other Living Situation

(select one if applicable)

Does the student have Refugee status?

Yes
No

USA Entry Date:
MM/DD/YYYY

Last Updated

Who Modified: Stephens, Edgar
When Modified: 01/09/2024 02:17:12 PM

Continue to review and/or make changes as needed in the other tabs.

A green check mark will display next to the information you have updated and saved.

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

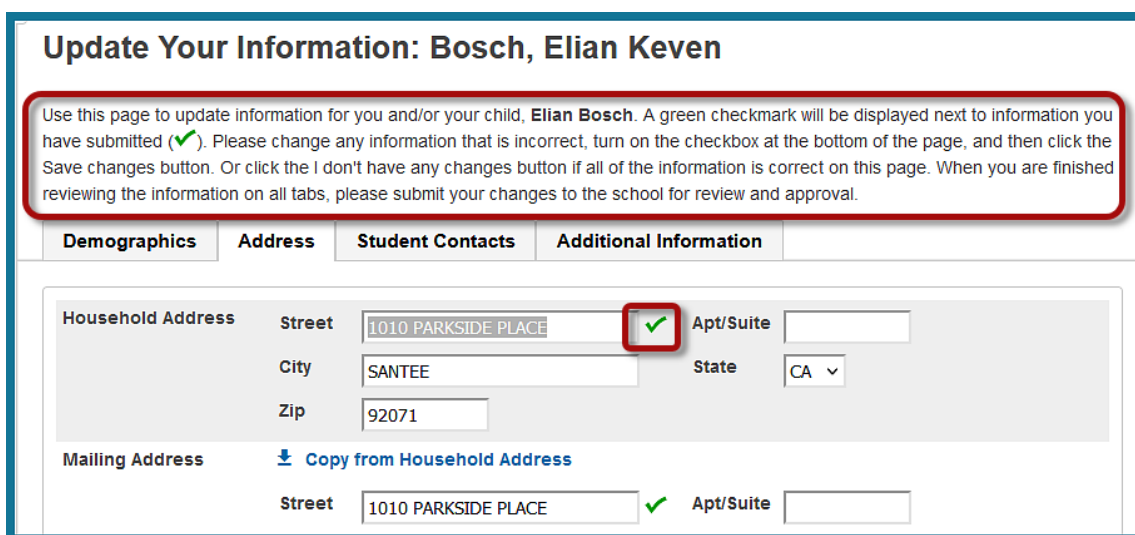
Save changes

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: Bosch, Elian Keven

Use this page to update information for you and/or your child, **Elian Bosch**. 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 ✓ Apt/Suite

City State

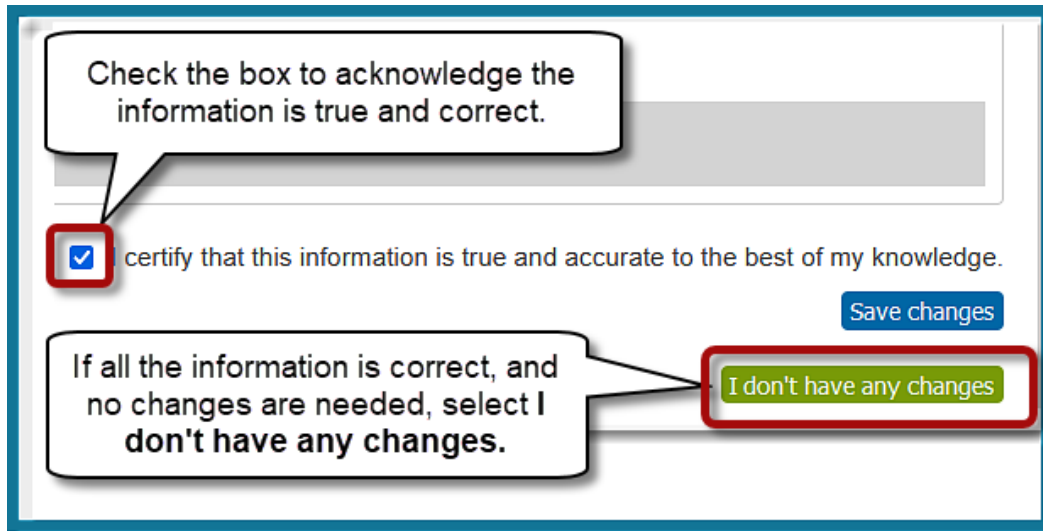
Zip

Mailing Address [Copy from Household Address](#)

Street ✓ Apt/Suite

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.

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

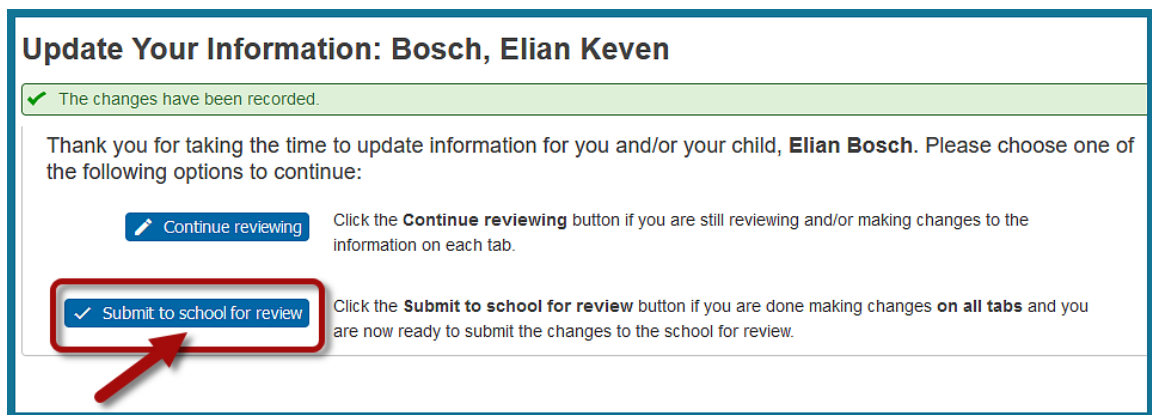
Save changes

If all the 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:

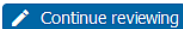
- a. Select **Continue reviewing** if you still need to make a change to information on another tab.
 - b. Select **Submit to school for review**.
- Select **Submit to School for review** if you are done with making changes on *all tabs*.

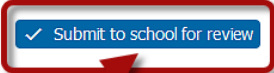


Update Your Information: Bosch, Elian Keven

✓ The changes have been recorded.

Thank you for taking the time to update information for you and/or your child, **Elian Bosch**. 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.

 Submit to school for review 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.

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: Bosch, Elian Keven

A green checkmark will be displayed next to information you have submitted(✓). **You will be notified by email, at parent@sandi.net40951, 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

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

After Submitting Your Updates

After you submit your updates to the school for review, be sure to provide them with the required documentation if you've 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.

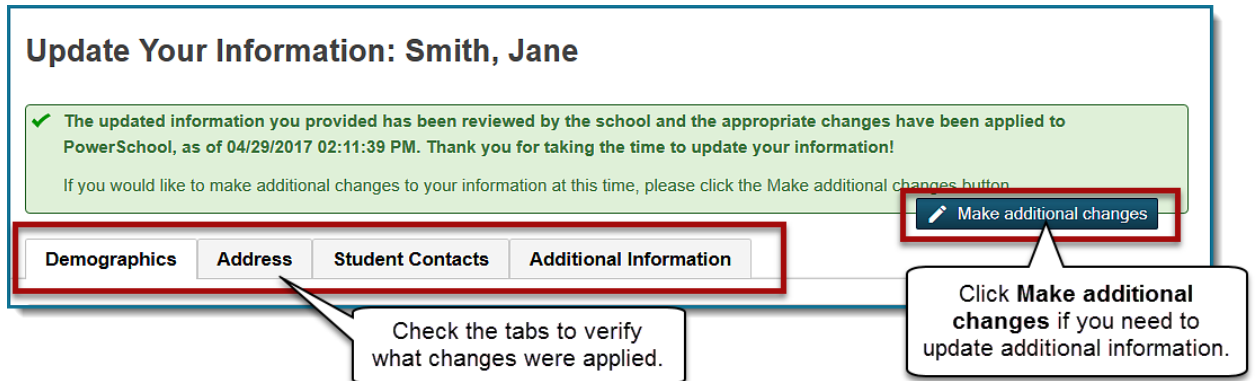
Sincerely,

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

San Diego Unified School District
www.sandiegounified.org

Be sure to check the Parent Portal to verify that the changes 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.