Dear Parents/Guardians:

Welcome, and thank you for joining us for another wonderful school year! This letter serves as an aid to those who are already familiar with Power School, and those who are not. PowerSchool provides all Serra students and parents/guardians access to view important student information including but not limited to: online Gradebook assignments, scores, and daily attendance records. Teachers will update PowerSchool generally every Friday by 6.00 pm. Student and parents/guardians are expected to conduct weekly audits and reviews of their course grades throughout the school year. PowerSchool has the capability of automatically sending daily and/or weekly progress updates directly to you via email. Power School is a tremendous resource that is available to you 24/7. The Power School website has undergone some improvements during the summer, so as to make logging in more secure and convenient. Important information regarding the changes is listed below. Please utilize it as needed.

1.) All returning and new PowerSchool users must create an account at **https://serrahighschool.powerschool.com/public/**
2.) Once at the PowerSchool website, click the "Create Account" tab that is to the right of the "Sign In" tab, and then click the blue "Create Account" button.
3.) Ensure to put your first/last name, and e-mail address into the top fields.
**IMPORTANT:** If your information does not match what was initially provided in your school application, you will receive a message stating that the information is invalid after you submit.
4.) Once you have input a desired username and password, you can scroll down to the "Link Students to Account" fields.
5.) In the provided fields, input your student's first and last name. Below your student's name, enter your assigned Parent Access ID number and password for that student. After that, select one choice from the drop down menu next to "Relationship"
6.) Make sure to add all of your students' and their respective Parent Access credentials to the extra provided fields. Click the blue "Enter" button on the bottom of the page, to complete your account creation.

This update is useful for guardians with multiple students attending our school. You no longer need to use multiple credentials for individual students! All of your students' academic information can be accessed from a single parent account. The option to choose a personalized login name and password ensures a more secure account as well. Thank you for your understanding and patience, regarding these changes. If you not are not already listed in the Parent Access accounts and would like to be added, or are having difficulties creating an account, please send an **e-mail to jlopez@la-serrahs.org**. Be sure to include your First/Last name, and your student's First/Last name. A designated user login and temporary password will be sent to you, which must be changed at log in.

Sincerely,
Jose Lopez
Junipero Serra IT Department