




FEBRUARY 2015

**UPDATED**

**TUTORIAL**  
for  
**PARENT NOTIFICATION SETUP**  
Version 2.0

New Enhancements:

- Parents may now specify their notification language preference: **English** or **Spanish**.
- Help text is now available for most fields.  ← Hover-over with mouse to display help text
- Student Contacts entry screen now enforces all mandatory fields.
- Emergency notifications may now be disabled at the discretion of a parent/guardian.
- Link on PowerSchool Parent portal has instructions to set up your Parent Account.

**MORE ->**

## Overview

The purpose of this overview and tutorial is to provide the information and steps necessary to configure the Iron County School District parent notification system.

You must have a PowerSchool Parent Account setup before you are able to continue this process and setup your notification preferences. If you do not have a PowerSchool Parent Account, **STOP** at this point and contact your student's school to receive your account information. (This is needed to log into your PowerSchool Parent Portal.)

**If you are unable to reach your student's school, you may contact the school district offices at (435) 586-2804 for assistance.**

To complete the tutorial, you should have the following information available when you begin:

- Parent Contact's Information (Name, Address, Relationship, Employer)
- Parent Contact's Email Address (if available)
- Parent Contact's Phone Types and Numbers (up to 3)
- Parent Contact's Selected Notifications Types (read further down for types)
- Emergency Contact's Information (same contact information as above)

You must have at least one Parent/Guardian Contact assigned "per student". It is recommended you have at least one Emergency Contact assigned to effectively receive notifications. **\*Note: It is necessary to assign contacts and set notification preferences for EACH student (repeating the process for each child).**

If you **DO** have student parent contacts setup in PowerSchool, these contacts will automatically appear during this process for you to set notification preferences.

If you **DO NOT** have student parent contacts setup in PowerSchool, you will be able to add new parent contacts during this process.

**Additions or Changes will be automatically synchronized with PowerSchool.**

**Student Report Cards will be sent ONLY to "Parent/Guardian Contacts" who have an Email Address specified on their contacts information screen (report cards will NOT be sent to Emergency Contacts).**

Parents/Guardians unable to receive report cards via email may request a printed copy from their school (copy/print fees may be required by the school).

Parent/Guardian Contacts should NOT BE specified as Emergency Contacts. Emergency Contacts should be relatives, neighbors, or trusted friends who have accepted responsibility to receive information for your child, should you be unavailable.

When specifying (parent/guardian/emergency) contact notification preferences, it is important to note that checking ANY box will "Enable" (**Opt-IN** for) that notification type. Leaving ANY box blank will "Disable" (**Opt-OUT** of) that notification type.

**GET STARTED ->**

## Step 1

- Go to the **PowerSchool Parent Portal** at <https://ps.irondistrict.org>
- Login using your **Parent Account** information

PowerSchool

Sign In Create Account

### Student and Parent Sign In

Select Language  
English

Username  
[ ]

Password  
[ ]

Having trouble signing in?

Sign In

[Parent Account Creation Instructions](#)

If you DO NOT have a Parent Account, you may click this link for helpful instructions.

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You will be logged into **YOUR Home Page** (depending on your selected home page contents, your view may appear slightly different from the example page shown on **Step 2**).

**CONTINUE ->**

## Step 2

- Click on the Student Contacts (Alert) button



Your students will be listed along the top banner as shown here.

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Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Account Preferences
- Student Info
- Student Contacts**
- Honor Roll
- School Information
- Test Scores

### Grades and Attendance:

Please check your demographics to ensure the information we have on file is correct.

[Click Here](#) to see a list of all your students past assignments for this term.

Grades and Attendance Standards Grades

| Exp                      | Last Week |   |   |   |   | This Week |   |   |   |   | Attendance By Class |    |    |    |    |    |
|--------------------------|-----------|---|---|---|---|-----------|---|---|---|---|---------------------|----|----|----|----|----|
|                          | M         | T | W | H | F | M         | T | W | H | F | Course              | Q1 | Q2 | Q3 | Q4 | Y1 |
|                          | 1(A)      |   |   |   |   |           |   |   |   |   |                     |    |    |    | -- | -- |
| <b>Attendance Totals</b> |           |   |   |   |   |           |   |   |   |   |                     |    |    |    |    |    |

Current Simple GPA (Y1):  
Show dropped classes also

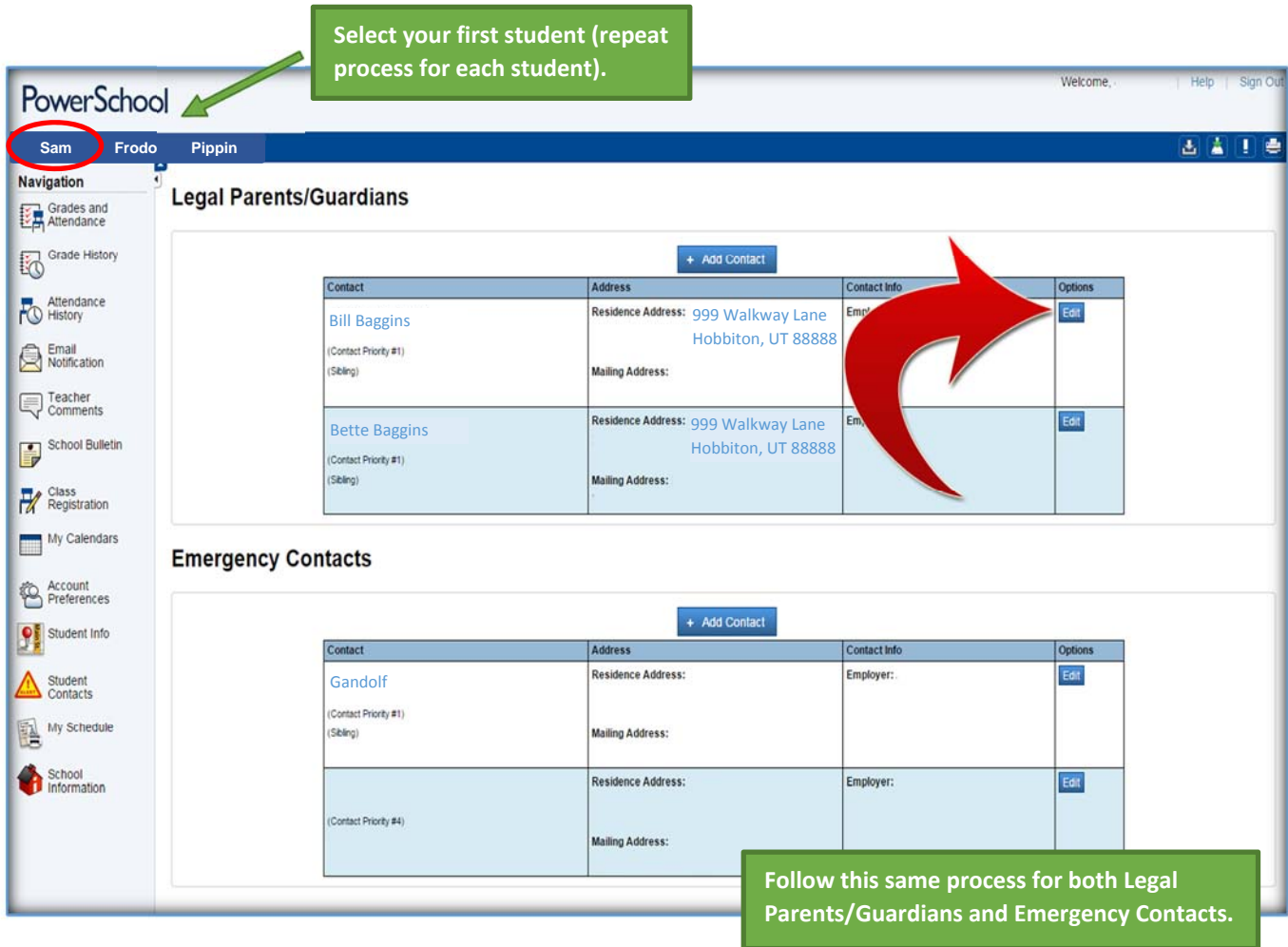
Legend: Blank=Present | U=Unexcused Absence | T=Tardy | S=School Excused | E=Excused Absence | H=Homebound | O=Out-School Suspension | I=In-School Suspension | A=All

**CONTINUE ->**

### Step 3

- Select your **FIRST** student from the list
- Click **Edit** (to modify existing) **OR** **+ Add Contact** (to add new) Contacts

Select your first student (repeat process for each student).



PowerSchool

Welcome, | Help | Sign Out

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- Class Registration
- My Calendars
- Account Preferences
- Student Info
- Student Contacts
- My Schedule
- School Information

#### Legal Parents/Guardians

+ Add Contact

| Contact                                             | Address                                                                       | Contact Info | Options |
|-----------------------------------------------------|-------------------------------------------------------------------------------|--------------|---------|
| Bill Baggins<br>(Contact Priority #1)<br>(Sibling)  | Residence Address: 999 Walkway Lane<br>Hobbiton, UT 88888<br>Mailing Address: | Empl         | Edit    |
| Bette Baggins<br>(Contact Priority #1)<br>(Sibling) | Residence Address: 999 Walkway Lane<br>Hobbiton, UT 88888<br>Mailing Address: | Em           | Edit    |

#### Emergency Contacts

+ Add Contact

| Contact                                       | Address                                | Contact Info | Options |
|-----------------------------------------------|----------------------------------------|--------------|---------|
| Gandolf<br>(Contact Priority #1)<br>(Sibling) | Residence Address:<br>Mailing Address: | Employer:    | Edit    |
| (Contact Priority #4)                         | Residence Address:<br>Mailing Address: | Employer:    | Edit    |

Follow this same process for both Legal Parents/Guardians and Emergency Contacts.

**CONTINUE ->**

## Step 4

- Enter (or confirm) information for this contact and this student.
- Complete the required information and click **Save**

The screenshot shows the 'Legal Parents/Guardians' setup form for Student Number 99999999. The form is divided into several sections: Contact, Address, Contact Info, and Options. The 'Contact' section includes fields for Name (First Name: Bill, Last Name: Baggins), Priority (3), Relationship (Mother), Employer (Fantastic Journeys), and Language of Correspondence (English). The 'Address' section includes Residence Address (999 Walkway Lane, Hobbiton, Utah, 8888) and Mailing Address (Mailing Street, Mailing City). The 'Contact Info' section includes Email (baggins\_bill@shireton.p) and Contact Options (Emergency, High Priority, General, Attendance, Survey). The 'Options' section includes a 'Save' button and a 'Cancel' button. A green callout box points to the 'Contact Info' section, stating: 'Student report cards are sent to Legal Parents and Guardians only (using this email address). This is also used for all email notification types.' A blue callout box points to the 'Options' section, stating: 'For Each Notification Type - [checked] Click/check box to be INCLUDED (Opt-In) [unchecked] Leave box blank to be EXCLUDED (Opt-Out)'. A green callout box points to the 'Priority' and 'Language of Correspondence' fields, stating: 'Priority assigns the sequence (order) by which the contacts are notified. Language of Correspondence specifies whether school communication is sent in English or Spanish.'

**\*NOTE:** Steps 3 and 4 must be repeated for EACH contact type (Legal Parent/Guardian and Emergency) and for EACH student listed.

**DONE!**