

Dear Parents/Guardians:



THIS IS YOUR OPPORTUNITY TO VIEW YOUR STUDENT'S GRADES, ATTENDANCE, AND MORE FROM YOUR HOME COMPUTER.

Central Kitsap School District is offering PowerSchool Parent Access at Central Kitsap High School. Parent Access is an Internet based program that allows parents to be more involved in their child's day to day education.

What Can Be Accessed?

The screenshot shows the PowerSchool Parent Access interface. The main content area displays a table titled "Grades and Attendance" for a student named Kelly William. The table is organized into columns for "Last Week", "This Week", and "Attendance By Class Course". The "Attendance By Class Course" column lists subjects like Language Arts 7, Social Studies 7, Math 2, Life Science 7, and Unified Arts/Music. The "Attendance" columns (Q1, Q2, S1, Q3, Q4, S2) show letter grades (B, B+, A, D, A) and the "Absences" and "Tardies" columns show counts (3, 0, 3, 0, 0, 0). The "Attendance Totals" row shows 15 absences and 0 tardies.

- **Student Information** - Basic demographic & health/immunization data
- **Assignments** - Student's grades on previous completed assignments are displayed in a report or table format
- **Grades** – Quarterly report cards and past transcripts can be viewed and printed
- **Attendance** – Historical absence and tardy information is available in a report or calendar format and is current as of the prior school day.
- **School Information** – Pertinent information about the school, staff, and announcements.
- **Automatic Notification** - Parents can choose to be automatically notified by e-mail of absences, tardies or missing assignments.

Is it Secure/Confidential?

Perhaps the issue of most concern is confidentiality of information as it travels over the Internet from server to server. While the District has implemented security parameters and the PowerSchool Parent Portal encrypts the data, it still travels over the Internet. PowerSchool Parent Portal security can be equated to that of personal Internet banking accounts.

How to Register for PowerSchool Parent Access?

Complete the attached *PowerSchool Parent Acceptable Use Agreement*. List all children in the same household that attend Central Kitsap High School.

Return the agreement to the school's Main Office and you will receive a User Name/ID and Password (for each child in your household).

How do I get started?

Go to the Central Kitsap High School home page at <http://www-ckhs.cksd.wednet.edu/> (for a quick link) or www.cksd.wednet.edu/parentaccess (for the program web page). Click on How *To Create A Parent Access Account*. On the *How to Create A Parent Access Account* page click on Central Kitsap High School. Enter the personalized User Name and Password that was provided to you.

A parent/guardian account allows you to view information for one or more sibling with a single login. At the login screen click the *Creating an Account* screen. For each sibling on the account enter the personalized User Name/ID and Password that was provided to you. You can also manage other personal account preferences at this screen.

Also, contained on the PowerSchool web page is the *PowerSchool Parent Portal User Guide* that will walk you step-by-step through the registration process. The page also contains *Help* and *Frequently Asked Questions*.

If problems occur during the registration process please refer to the program information mentioned above. If problems still exist please send an email to pahelp@cksd.wednet.edu Detail your question and include the student name, grade, school, and parent name in your email.

Sincerely,
Steve Coons, Principal

Print name of Central Kitsap High School student(s): 1) _____
 Last First DOB

2) _____ 3) _____
 Last First DOB Last First DOB

Central Kitsap High School - PowerSchool Acceptable Use Agreement

Access to your child’s grades and attendance using the PowerSchool Parent Access through the PowerSchool Parent Portal (“PowerSchool”) is being provided to you by the Central Kitsap School District (“District”) as another form of communication with teachers, counselors, support staff and administrators. This information will be helpful in facilitating relationships between parents, students and teachers helping all of us in our efforts to support your child’s education. Please read these guidelines carefully and fill out the attached “Request for PowerSchool Access” form. Parents and students will be given their own usernames/passwords. Do not share your username/password with anyone.

As a condition of using PowerSchool, I understand that I am agreeing to follow these guidelines:

1. For concerns regarding your child’s grades, please adhere to this protocol in the order listed:
 - Speak with your child.
 - Have your child talk to their teacher for clarification.
 - Check the teacher’s grading policy posted on his/her syllabus.
 - Parent/guardian may send an e-mail or call the teacher and expect a response as soon as the teacher is reasonably able to respond.
 - Parent/guardian may request a meeting with the teacher or through the Guidance Department.
 - After all of the above, a parent may contact school administration by phone or e-mail.
2. Username and passwords are to be kept confidential. Each student will receive his or her own login and password.
3. The District accepts no responsibility in the event the username/password is shared, given, stolen, or in any other way becomes in the possession of a person other than you or your student.
4. The District does not provide technical support for your home and/or work computer system.

Acceptable Use Agreement:

1. I understand that the District is providing access to my student’s academic information through PowerSchool as a privilege, and if it is abused, my account and access may be suspended and/or terminated. The following are considered abuses, although this is not an exhaustive list of the kinds of conduct that could result in termination of the privilege:
 - Disregard for the protocol for concerns regarding your child’s grades found in the As a Condition of Using PowerSchool section of this Agreement;
 - Using obscene language;
 - Harassing, insulting or attacking others; and
 - Violation of other relevant District policies and procedures.
 2. I understand that the District is not liable for any damages to my personal equipment incurred when connected or as a result of my connection or efforts to connect to PowerSchool.
 3. I understand that the security of data transmitted through the internet using PowerSchool cannot be guaranteed, although PowerSchool utilizes security protocols.
 4. In consideration of using the District’s network and having access to my child’s grades and attendance through PowerSchool, I hereby release the District and its officers, directors, employees, and agents from any claims and damages from my use or inability to use the system.
 5. I am aware that, at times, the information in PowerSchool may be incorrect and I should follow the protocol listed in As a Condition of Using PowerSchool to address such concerns. We appreciate your patience and cooperation in this matter. Nothing in this provision, however, is intended to waive a parent’s or student’s rights under the Family Educational Rights and Privacy Act to seek the correction of errors in official school records.
 6. I understand that my student’s school(s) will continue to send report cards home at the end of each quarter; however, once you have access to Parent Access the school(s) will no longer issue mid quarter progress reports via hardcopy.
- By signing below, you acknowledge that you have read and agree to comply with this PowerSchool Acceptable Use Agreement.

RETURN THIS COMPLETED FORM TO THE MAIN OFFICE TO GET THE ACCOUNT ID AND PASSWORD.

- I am unable to pick up my password so please mail it to my student(s) home address.
- Please give the ID/Password to my student to bring home

Parent/Guardian Signature: _____ Relationship: _____

Parent/Guardian Name (Print Clearly): _____ Date: _____

Disclaimer: This system is provided only as an educational support for you and your child. The information provided by the PowerSchool Parent Portal is not an official record. For official student records, contact your child’s school. Neither the District nor Pearson Education, the publisher of PowerSchool, accept any responsibility for information provided by this system and/or for any damages resulting from information provided by this system.