

UPDATING YOUR EMAIL IN POWERSCHOOL PARENT PORTAL

The PowerSchool Parent Portal website offers secure, private access to student information, including assignments, grades, and teacher contact details. It also allows parents to update the email addresses used for most school communications.

1. Sign in to your PowerSchool Parent Portal account.

Grades and Attendance:

Exp	Last Week				This Week				Course	Attendance By Class								Absences	Tardies	
	M	T	W	F	M	T	W	F		P1	Q1	P2	Q2	S1	P3	Q3	P4			Q4
1(A-B)									JOURN 6TH 6TH	[1]		[1]		[1]	[1]			[1]	0	0
2(A-B)									ENGLISH 6TH 5M	[1]		[1]		[1]	[1]			[1]	0	0
3(A)	A	A	A	A					PHYS ED 6TH	[1]		[1]		[1]	[1]			[1]	4	0
4(A-B)									SOC STU 6TH 5M	[1]		[1]		[1]	[1]			[1]	0	0
5(A-B)									LIT ADVY ACAD6TH	[1]		[1]		[1]	[1]			[1]	0	0
6(A-B)									ACCEL MATH 6TH	[1]		[1]		[1]	[1]			[1]	0	0
3(B)									SCIENCE 6TH	[1]		[1]		[1]	[1]			[1]	0	0
										Attendance Totals								4	0	

Legend
 Attendance Codes: Blank=Present | A=Unexcused Absence | T=Tardy | B=Bus did not pick up student | D=Did not Show Up | E=Excused | F=First Trip | G=Independent Study Credit Not Earned | H=School Sponsored Event | I=Illness, Injury | J=Quarantine Held | K=Detention School (makeup) | L=Late or leave early (Excused) | M=Assessment | N=In-School Suspension | O=Other Absences Unique Circumstances | P=CIS less than 5 days | Q=Period Absence Recovery | R=Religious Holiday | S=Suspension | U=Unexcused Absence | V=Truly or Leave Early (Unexcused) | X=Pending Reassignment | Y=Truly Recovery | Z=Transferred (Confirmed by Parent) | H=Home Hospital
 Citizenship Codes: E=Excellent | G=Good | S=Satisfactory | N=Needs to Improve | U=Unsatisfactory

2. Click on **Update Your Information** at the bottom of the left side menu.

Update Your Information

District Code
KFTF

Download on the App Store

GET IT ON Google play

Legend
 Attendance Codes: Blank=Present | A=Unexcused Absences Unique Circumstances | P=CIS less than 5 days

3. Click the **Student Contacts and then your **Name** to open the update window**

Update Your Information:

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

Select a contact to review and/or update information.

Contact Type	Home Phone
Parent/Guardian/Contact 1	First Name Last Name
Parent/Guardian/Contact 2	
Emergency Contact 1	
Emergency Contact 2	
Last Updated	Who Modified: When Modified:

4. Enter your email address in the **Email Address field.**

Update Your Information:

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Demographics | **Address** | **Student Contacts** | **Additional Information**

You are currently reviewing/editing information for **Parent/Guardian/Contact 1**. [View all contacts](#)

First Name *

Last Name *

Relationship to student ▼ *

Lives with student? Yes No

Home Phone

Work Phone Extension

Cell Phone

Email Address

Employer

Military (check all that apply)

Active Duty

DOD Employee

Reserves

National Guard Full Time Part Time

Primary Language ▼ *

Education Level ▼ *

Additional Information

Report Card and Progress Report provided

Interpreter required

Access to student info online

Last Updated

Who Modified:
When Modified:

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

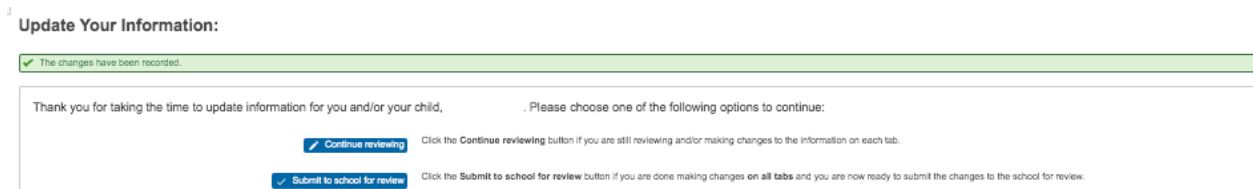
Legend

5. Before saving the changes, check the box to certify that the information you provided is true and accurate. Next click **Save changes**.



A screenshot of a web form. At the top, there is a horizontal bar. Below it, on the left, is a checkbox with a blue square icon, which is highlighted with a red box. To the right of the checkbox is the text "I certify that this information is true and accurate to the best of my knowledge." Below this text are three buttons: a blue "Clear" button, a blue "Save changes" button (highlighted with a red box), and a green "I don't have any changes" button.

6. Your information has been saved and updated in PowerSchool.



A screenshot of a confirmation page. At the top, it says "Update Your Information:". Below that is a green bar with a checkmark and the text "The changes have been recorded." Below the bar, it says "Thank you for taking the time to update information for you and/or your child, . Please choose one of the following options to continue:". There are two buttons: a blue "Continue reviewing" button and a blue "Submit to school for review" button. To the right of each button is a short instruction: "Click the Continue reviewing button if you are still reviewing and/or making changes to the information on each tab." and "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."