

Dear Parents,

We would like to welcome you to our student data system, **PowerSchool**. On this system you can view your students:

- **Grades & Attendance**
 - Click on the teacher name and their email address appears
 - Click on the grade and scroll down and additional detailed information appears regarding the grade
 - Click on the number under the absences heading and see the dates of when the student was absent
- **Grade History**
 - Click on the year tab at the top of the screen to see historical grades from previous years scroll down to see each SEM & QTR grades as well as semester exams E1 & E2
- **Attendance**
 - Scroll down to see your student's attendance throughout that semester
- **Teacher Comments**
 - Check for a comment from a teacher
- **School Bulletin**

Published daily this bulletin will list various activities, dates and times, and reminders. This is also available on the Scotus Website www.scotuscc.org.
- **\$ Balance**

This tab will allow you to see your child's lunch balance, deposits you have made into the account, and the days your child has eaten.

We encourage you to use this program frequently as it is an invaluable tool. If you have any questions, please call the school office and ask for Holly Thompson 402-564-7165 Ext 104.

See next page for directions on how to create an account if you are new to PowerSchool.

Sincerely,

Holly Thompson

HOW TO CREATE A POWERSCHOOL ACCOUNT

Go to scotuscc.org and click on the Quick links, select Powerschool parent or student log in.

1. This screen will appear, select create an account



Columbus Catholic Schools

PowerSchool

Student and Parent Sign In

Sign In **Create Account**

Username

Password

[Forgot Username or Password?](#)

Sign In

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2. This screen will appear, select create account at the bottom of the screen



Columbus Catholic Schools

PowerSchool

Student and Parent Sign In

Sign In **Create Account**

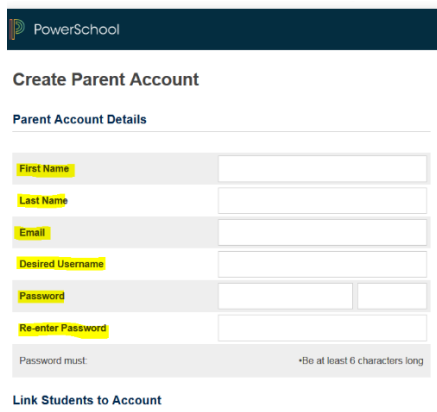
Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

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3. This screen will appear, enter YOUR information (not your students)



PowerSchool

Create Parent Account

Parent Account Details

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must: -Be at least 6 characters long

[Link Students to Account](#)

4. Scroll down and enter the student's first name, then use the Access ID and Access Password from the access keys provided by the school for your student. If you have more than 1 student, you can add them all to your account here. If you do not have this information, contact the school your student attends to get that information.

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="text"/>
Relationship	-- Choose <input type="button" value="v"/>

5. Scroll all the way to the bottom and hit enter, your account should be created. You will be directed to the initial log in screen and will have to log in.