# Parent Portal Implementation Planner

## Step 1: Assign

- ☐ Administrator will assign Site Parent Portal Coordinator for your school
  This could potentially be your VP, Power User or site tech
  - ☐ Name:_____
- ☐ Locate and review district resources:
  - ☐ https://www.sandi.net/itd/resources/powerschool/parent-and-student-portal
- ☐ Discuss timelines and expectations
- ☐ Assign additional clerical staff, if needed
  - ☐ Name(s):_____

## Step 2: Create

- ☐ Create a distribution plan for reaching parents with their Access IDs and Passwords
  - ☐ Determine the start date:_____
  - ☐ Link district Parent Portal resource webpage to your school site
    webpage:_____
  - ☐ Methods to announce and inform parents:_____
  - ☐ Who will prepare Access ID/Password handout for parents?_____
- ☐ Understand requirements to ensure confidentiality and security of portal access (see Parent/Student Portal Administration Handbook)
  - ☐ Parent/guardian must be *verified* before disseminating any access information
  - ☐ Parents/guardians must be listed on the Enrollment form in PowerSchool
  - ☐ Legal Bindings in PowerSchool must be referenced for each request

## Step 3: Setup

- ☐ Setup the Parent Portal view features in PowerSchool
  - o Attend a virtual Open Lab for portal setup and support (register in Professional Learning)
  - ☐ Elementary schools enable Standards and attendance to be visible for parents
  - ☐ Secondary schools enable grades, attendance, scores, plus others
  - ☐ Review and discuss the Parent Portal Update feature. This can be enabled anytime at administrative discretion but once it is enabled, the site must process parent information changes in a timely manner.
    - o Accepting Parent Portal Updates Handbook  and video tutorial for school sites
  - ☐ Step by step instructions are located in the Parent/Student Portal Administration Handbook
  - ☐ Date to be completed:_____
  - ☐ Assigned to:_____
- ☐ Enable the Parent Portal in PowerSchool
  - ☐ Step by step instructions are located in the Parent/Student Portal Administration Handbook

- □ Attend a virtual Open Lab for portal setup and support (register in Professional Learning)
- □ Date to be completed:_____
- □ Assigned to:_____
- ☐ Discuss periods to disable the Parent Portal. Remember, parents and students can see course requests and scheduled teachers when the portal is enabled.

## Step 4: Rollout

- ☐ Communicate site plan to parents to implement the Parent Portal. Include site contact person.
- ☐ Protocol to ensure student safety and confidentiality of data (See Parent/Student Portal Administration Handbook )
  - □ Parent/guardian must be *verified* before disseminating any access information
  - □ Parents/guardians must be listed on the Enrollment form in PowerSchool
  - □ Legal Bindings in PowerSchool must be referenced for each request
- ☐ Upon verification, provide parent/guardian:
  - □ Parent Portal instruction sheet
  - □ Access ID and Password in the Parent Portal Access Letter (available in English, Spanish, Vietnamese, and Tagalog)
    - o Video Tutorial: Select students to print Parent Portal Access Letter

## Step 5: Support

- ☐ Assist parent/guardians with portal issues
  - o See troubleshooting for clerical staff in the Parent/Student Portal Administration Handbook

  Name:_____
  - □ How can parents contact the site contact person?_____
- ☐ Parent/guardian must be *verified* before disseminating any access information
  - □ Parents/guardians must be listed on the Enrollment form in PowerSchool
  - □ Legal Bindings in PowerSchool must be referenced for each request
- ☐ Provide ongoing Portal maintenance

  Name:_____
  - □ Enable new parent accounts and distribute Access ID and Passwords
  - □ Disable portal during grade posting?

    Disable dates: _____ Enable dates: _____
  - □ *Consider end of year disable date:_____
  - □ *Plan beginning of year enable date:_____

    *SDUSD will disable portal for all schools the end of July and enable the portal for all school near the start of school. Look for IT Training & Support email with details.

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This worksheet provides the framework for a site parent portal implementation. District resources include a comprehensive handbook for clerical staff. Familiarize yourself with the resources located on our district PowerSchool webpage. Weekly virtual open lab sessions for setup and support will be scheduled in Professional Learning. If you have questions, contact Monica Wimberly, IT Trainer, mwimberly@sandi.net.