

July 1, 2016

Dear Parkwood Families,

I hope this letter finds you enjoying a safe and relaxing summer. It is hard to believe that we are already gearing up to start the 2016-2017 school year. I am very excited about my first year at Parkwood! The first day of school for elementary students is Thursday, August 11, 2016.

This letter is to inform you the Parent Portal is now open, and it is time to go into PowerSchool and update your student's information. This process replaces the paper forms sent home at the beginning of each school year. Please go into the portal and update contact information and health information. I have attached directions to this letter to help you get started.

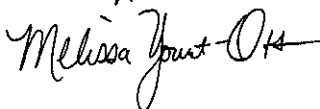
This is an important part of re-registering your student for school this year. **Without this completed your student will not be added to a class list.** Please take care of this before **Friday, July 22, 2016** to ensure your child is ready for the first day of school.

On August 5, 2016, elementary families will be able to go into PowerSchool and find out class assignment/teacher. **Meet the Teacher** will be held at Parkwood on Tuesday, August 9 from 5:00-6:00pm. If you have not updated your information in PowerSchool, you will be asked to do this before your student is placed on a class list. Please keep in mind that even if you update your information the night of **Meet the Teacher**, it will still take time to approve your information and place your child on a class list. I strongly encourage all parents to log on today and get started!

If you need access to a computer or technology please contact (314) 213-8004. On the message leave your name and contact information. Someone will contact you to set-up an appointment.

If you have any questions regarding the re-registration process or have trouble setting up your family log-in, please don't hesitate to leave a message at (314) 213-8004. A staff member will contact you to help.

Sincerely,



Mrs. Melissa Yount-Ott
Parkwood Principal

Pattonville School District

Online Registration Instructions

1. Log in to your Parent Portal account.

<https://powerschool.psdr3.org/public>

You will see an E-Registration icon at the bottom of the left navigation bar. Click on the icon.



2. You will need to go through each tab and verify information:

Demographics	check over and make necessary corrections. click save to continue.
Language	check over and make necessary corrections. must be complete before you can continue.
Guardians	check over and make necessary corrections. click save to continue.
Emergency	check over and make necessary corrections. click save to continue.
Health	check over and make necessary corrections. click save to continue.
Permissions	see more information below.
Documents	see more information below.
Finish	This will tell you your child is complete.

3. **Permissions** - This tab icon may or may not be visible depending on time of year. Permissions must be filled out entirely when it is visible. When you submit your name this acts as a digital signature letting us know your decisions on each permission. **THESE ONLY HAVE TO BE DONE ONCE PER SCHOOL YEAR ON EACH CHILD.**

4. **Documents** - This tab icon may or may not be visible depending on time of year. Documents are forms that you may or may not want to fill out. Most of these should be fillable forms. You have a choice to either print and send to the school or email the finished form to the school office.

Please feel free at anytime during the year to make changes to the Demographics, Guardians, Emergency, and Health tabs. Each time you make changes the school office will be notified.

QUESTIONS?

School Office: 314-213-8016
Helpdesk 314-213-8146
PowerSchool Admin 314-213-8045

helpdesk@psdr3.org
slee@psdr3.org