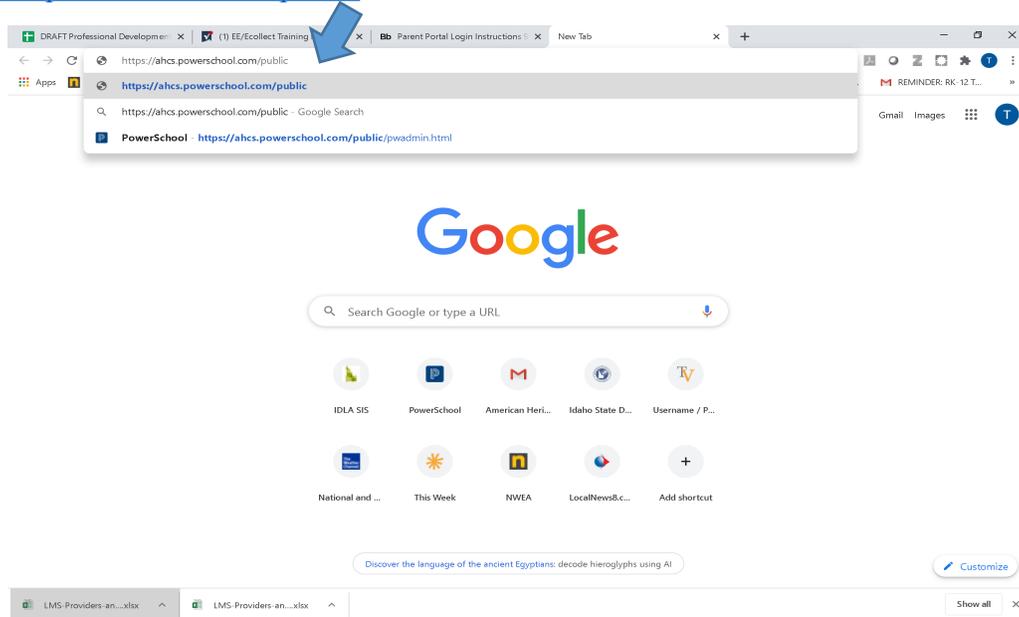


PowerSchool Parent Portal Log In Instructions and Student Registration

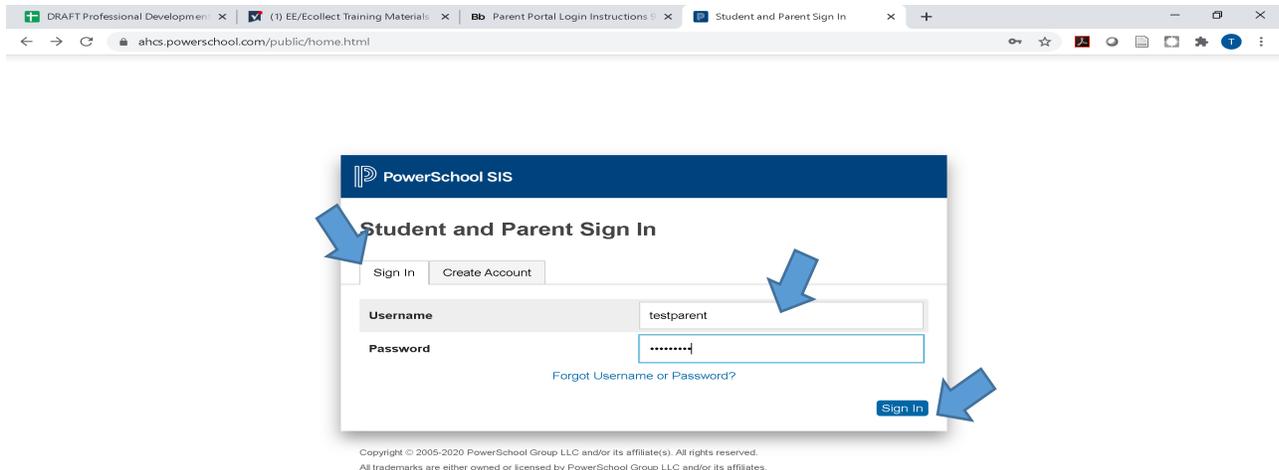
Directions for Logging In:

1. Open a web browser to the PowerSchool Parent Portal using this web address:

<https://ahcs.powerschool.com/public>



2. You will need to log in to the system by entering your username and password and clicking the **Sign In** button located on the bottom right hand corner.



3. Once inside your Parent Portal, you may switch between each of your students by clicking on their names at the top left hand corner.

The screenshot shows the PowerSchool SIS Parent Portal interface. At the top, there are student names: Addison, Ainslee, Emery, and Ian. The main heading is "Grades and Attendance: Hurst, Addison Ann". Below this, there is a table titled "Attendance By Class".

Exp	Last Week					This Week					Course	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F			
Attendance Totals											0	0	

Below the table, it shows "Current Simple GPA (S1):" and a link "Show dropped classes also". At the bottom, there is a "Legend" section with attendance codes: Blank=Present | V=Virtual Day | A=Absent-Unverified | AV=Absent-Verified | T=Tardy | ISS=In-School Suspension | OSS=Out-of-School Suspension | SA=School Activity |

Direction for Registration:

Registration will take place within the Parent Portal. **You will need to do the following steps for each of your children you are registering for school.**

1. In the Parent Portal you will have menu bar on the left hand side of the screen. On this menu bar please click on **Forms** for your first student you will be registering for school.

This screenshot is similar to the previous one, but with a blue arrow pointing to the "Forms" option in the left-hand navigation menu. The main content area remains the same, showing the attendance table and GPA information for Addison Ann Hurst.

2. In the “**Form Section,**” please fill out each form that is listed in this section. You can open each form by clicking on the blue hyperlink.

The screenshot shows the PowerSchool SIS interface. The user is logged in as Tiffnee Hurst. The page title is "Enroll Form Listing for Hurst, Addison Ann". A table lists available forms:

Status	Form Name	Form Description	Category	Last Entry
Empty	D2: Emergency Contacts		Ecollect Demographics	

A legend at the bottom indicates:
 Icons: ■ - Form Empty, ■ - Form Approved / Populated, ■ - Form Not Approved, ■ - Form Rejected

3. Please review the information you find within the form and update any information that may have changed or needs added. Then click submit.

The screenshot shows the "Emergency Contacts" form. Instructions: "Enter contact information for three (3) people other than the student's parents/guardians who should be contacted in case of an emergency involving the student if the school is not able to reach the student's parents/guardians."

Form fields and values:

- Contact 1:** Name: Mouse, Minnie; Relationship: Grandmother; Phone: 5555555555
- Contact 2:** Name: Mouse, Mickey; Relationship: Grandfather; Phone: 5555555555
- Contact 3:** Name: Last, First; Relationship: Last, First; Phone: XXX-XXX-XXXX

Buttons: "Save for Later" and "Submit". A blue arrow points to the "Submit" button.

4. When you get the green check mark stating form submitted, please click on **Forms** and continue steps two and three for each form that is listed or click on the tabs at the top for each enrollment category. When you have finished all of forms and have more students to enroll, find

your next child's name at the top left hand side and click their name to enter their screen and follow steps one through three to register them.

The screenshot shows the PowerSchool SIS interface. At the top, the logo and name 'PowerSchool SIS' are visible, along with the user name 'Welcome, Tiffnee Hurst' and links for 'Help' and 'Sign Out'. Below this is a navigation bar with tabs for 'Addison', 'Ainslee', 'Emery', and 'Ian'. A series of blue arrows points to the 'A. Student Demographics', 'B. Student Address', 'D. Student Contacts', and 'E. Health Information' tabs, indicating the sequence of steps. The main content area is titled 'O. Acknowledgment of Completion' and contains the following text:

There are no previous responses to this form.

O. Acknowledgment of Completion
This is the final page of the enrollment process.

I have received the following: *
[Parent/Student Handbook](#)
 I acknowledge receipt

Acknowledgement of completion *
I, as a parent/guardian, have completed the following forms for my student accurately and to the best of my knowledge:

- Student Demographics
- Student Address
- Birth Verification
- Student Contacts
- Health Information
- Health Authorizations
- Home Language Survey
- Student Services History
- Previous Enrollment and Records Release
- Residence Survey
- Permissions/Agreements
- Home Readiness
- Parent Employment Survey

I acknowledge

If you have any questions or need support, please call the school at (208)529-6570. Thank you.