



**Alder Flats Elementary School
Parent Powerschool Handbook
2021-2022**

The Powerschool Parent Portal is the location for information on student achievement, school or division forms, and school fee payment options. This will be an important means of communication between parents and the school. Therefore, we will be strongly encouraging all of our parents to create an account. This document will walk you through the process.

If you have any concerns or questions, please feel free to contact the school at 780-388-3881. Appointments can be made to assist in person if you would like.

Setting up your account

page 3

Teachers regularly gather information about students' learning through a variety of assessment tools. These tools can include observations, conversations, the submission of student work, and tests or quizzes. Through these feedback opportunities, teachers determine students' areas of strength and the areas in which students may need more time or practice. These assessment activities help teachers shape their lesson plans and allow teachers to give students, parents and guardians a clear and accurate picture of achievement and growth. (from *WRPS Assessment and Reporting Handbook*)

Accessing School Fees and Forms

page 5

WRPS is requiring the locker and technology forms be completed online. These forms can be found on your Powerschool Parent account under the School Fees and Forms tab. Please complete these forms promptly as some activities for the students may be withheld until the appropriate forms are filled out.

NOTE: Information on navigating through School Fees and Forms is available below.

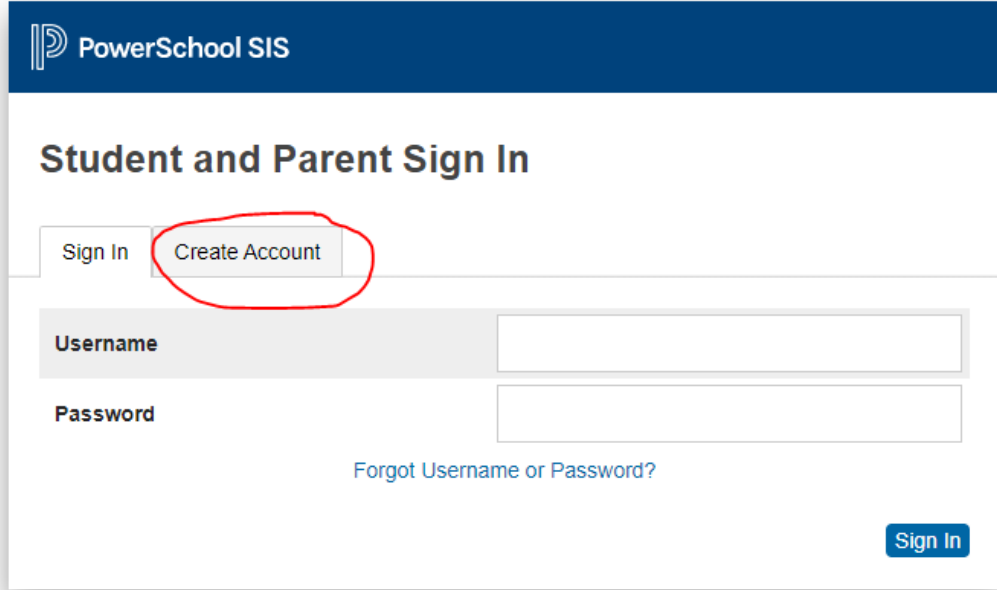
Setting up your account

You will receive a Web Id and Password Letter from the school. If you did not receive a letter, please contact the school.

You will receive a Web Id and Password Letter for each child you have attending a WRPS school. Each student has an individual access code that you will need to link each child to a single Powerschool account.

Note: creating an account is best done on a computer. Some of the requirements do not work on a cell phone.

- 1) Go to <https://wrps11.powerschool.com/public/home.html>
-This link is also available on the right side of the the Winfield school website at <https://www.winfieldschool.ca/>
- 2) Click on the Create Account tab.



The screenshot shows the PowerSchool SIS login interface. At the top, there is a dark blue header with the PowerSchool SIS logo. Below the header, the page title is "Student and Parent Sign In". There are two tabs: "Sign In" and "Create Account". The "Create Account" tab is circled in red. Below the tabs, there are two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Forgot Username or Password?". At the bottom right, there is a blue "Sign In" button.

- 3) Fill out the section under Parent Account. All fields are required to be filled out. **Passwords must be at least 8 characters long. Do not put spaces in your username.**

Create Parent Account

Parent Account Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Re-enter Email	<input type="text"/>
Desired Username	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>

Password must:

•Be at least 8 characters long

- 4) In the Link Students to Account section, enter the first and last name of the child referenced in your Web ID and Password Letter (eg. John Smith). Then enter the Parent Confidential Access ID and the Parent Access Password that were provided on the letter exactly as they are printed (both are case sensitive).

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="password"/>
Relationship	-- Choose <input type="button" value="v"/>
2	
Student Name	<input type="text"/>
Access ID	<input type="text"/>
Access Password	<input type="password"/>
Relationship	-- Choose <input type="button" value="v"/>

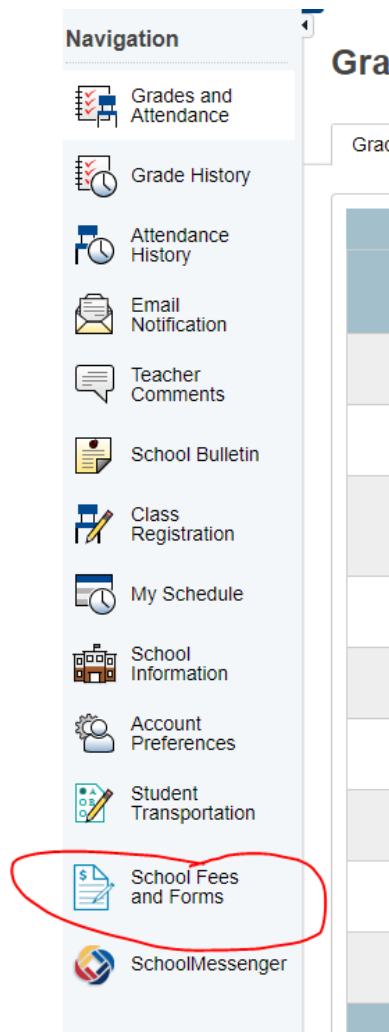
Each student will have their own unique Access ID and Access Password. You can enter that information here to link each child to the same account.

NOTE: You can also add additional children to your account once you have created your account.

The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage (or blue information icon: [i]) across from a class. The Teacher Comments tab is used to access current teacher comments for your student. To email the teacher a question or concern, please click the blue teacher's name link.

Accessing School Fees and Forms

- 1) Once you have created your Parent Powerschool account, you will be able to access the School Fees and Forms tab on the bottom left side of the screen.



- 2) You will be redirected to a new screen. Here you will be able to view any current or outstanding fees as well as any forms that require completion. In the illustration below, the Locker Use Agreement and the Technology Responsible Use Form both require completion. Click on either to complete them.

Due Now Future Charges Paid Completed Forms

There are currently no fees due on this account.

New Items



- 3) You can now input any necessary information and sign the form.

PARENT/GUARDIAN SIGNATURE:

As the parent or guardian of this student, I have reviewed this with the student and ensured they understand they must adhere to all the rules stated above, and understand that the student has no right to privacy for their school locker and the contents of their locker.

Student Last Name Student First Name

Parent/Guardian Last Name Parent/Guardian First Name

Parent Signature

Cancel

Add to Cart

- 4) After signing the form and completing the information, click the **SUBMIT** Button .
- 5) If a fee is attached to the form you will be prompted to **Add to Cart**