

Catasauqua Area School District

"Dedicated To Educational Excellence"

www.cattysd.org

Dear Parent/Guardian(s),

The **Catasauqua High School** and **Catasauqua Middle School** offer public access to PowerSchool. PowerSchool is a web-based information system that will allow you to access your child's graded assignments, final grades, and attendance. Email reporting and teacher contact features are also available.

PowerSchool Public Access is currently being offered in the middle and high schools and currently is **unavailable for Sheckler Elementary students**. If you are interested in having access to your child's attendance and grades, please complete the registration below and return to the School Office. You will be notified by email when your account is set up.

There is no need to re-register your child from year to year. PowerSchool will keep your current username and password as your child progresses through the grade levels and buildings.

Please return the form to the main office in your child's school. If you have any questions regarding PowerSchool or forget your password either call the building offices or email pshelp@cattysd.org.



PowerSchool Registration for Parent Access

Parent's/Guardian's Name: _____

Email Address: _____

<u>Child's Name:</u>	<u>Child's Current Grade</u>	<u>Parent/Guardian User Name:</u> Last name first initial (no spaces, all lower case)	<u>Password:</u> 5-8 characters (no spaces, all lowercase)
Ex: John Smith (* Please don't include Sheckler Students)	Ex: 5	Ex: smithm (parent's/guardian's last name first initial) **If you have more than one child you must put a number after your initial (smithm1, smithm2, etc.)	** Same password can be used for multiple children
1.			
2.			
3.			
4.			
5.			

***** Write all letter and numbers CLEARLY to avoid delay in processing the application**

PowerSchool Public Access Directions

To Access PowerSchool: keep for your records

1. Go to www.cattysd.org
2. Click on **PowerSchool Public Access** under the school pictures or directly access the website at <http://powerschool.cattysd.org>
3. Type in your username and password (all lowercase letters)
4. Your log in is successful if the **Grades and Attendance** screen appears

*If you need support please call building offices or email pshelp@cattysd.org
Please note that grades will be updated every Friday by 3:00 PM.*

To Navigate in PowerSchool:



Click on any of the blue grades on the Report Card. This will allow you to see all individual grades recorded so far. While in the individual grades page, you can click certain blue grades, which will show a teacher comment for the individual assignment.



Clicking the *Grades History* icon at the top will allow you to see previous marking period grades.



Clicking the *Attendance History* icon at the top will allow you to see any missed days or tardies for the past two months.



Clicking the *Email Notification* icon at the top will allow you to choose reports that me be periodically emailed to you. You can receive an update of grades daily, weekly, biweekly, or monthly. Grades will be updated every Friday. This feature also allows you to enter multiple email addresses to receive your updates.



Clicking the *Teacher Comments* icon at the top will allow you to see comments that teachers have left for your child.



Clicking on the **School Bulletin** icon at the top will allow you to see important school notices.

Class Registration, Balance, and My Calendar will not be used at this time.