**Grades and Attendance**

This feature displays comprehensive information about student grades and attendance for the current term. When viewing assignment grades, you may see the following symbols:

☑ - Collected, ▲ - Late, ■ - Missing

◆ - Score is exempt from final grade

✖ - Assignment is not included in final grade

**Please note: You may see a discrepancy between the Class Attendance and Day Attendance values. Day Attendance values are from the school's Attendance Office and are considered a part of the student's official record.

Grade History
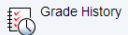
This feature displays student quarter and semester grades for the current term.

Email Notification
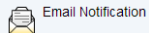
This feature provides parents of students in grades 6-12 the ability to manage account email preferences, including the choice of what information to receive, how often you would like to receive the information, and any additional email addresses you would like to use.

Teacher Comments

This feature displays any comment(s) that a teacher has attached to a report card grade.
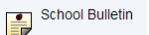
School Bulletin

The School Bulletin page serves as a message board for HCPS district-related information.

Access Online Forms
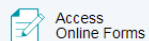
This feature provides parents the opportunity to review, complete and submit school forms through our online forms portal. For more information regarding this process, please visit our main website and click on the Online Services Button.

**School Information**
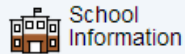
This feature displays school information such as school name, phone number and address.

Account Preferences
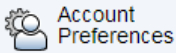
This feature provides the ability to manage parent account information, including name, user name, password and email address. This feature would also be used to add additional children to your existing parent account.

Access Logs
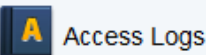
This feature displays a summary of how many times a user's portal account has been accessed.

Transportation
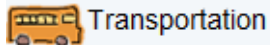
This feature displays morning and afternoon student bus route information.
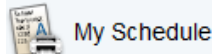
My Schedule

This feature displays student schedules. Parents of students in grades 6-12 should click the Weekly Schedule tab to see their child's schedule for each day of the week.

HCPS
HENRICO COUNTY PUBLIC SCHOOLS
The right to achieve.
The support to succeed.

Dr. Amy Cashwell, Superintendent of Schools

P.O. Box 23120
Henrico, Virginia 23223
Main: (804) 652.3600
http://henricoschools.us/

HCPS PowerSchool

Parent Portal

For parents of students in grades 2-12

Creating Connections Between School and Home

Support Resources for Parents:
http://henricoschools.us/powerschool/
http://blogs.henrico.k12.va.us/it/parents/

PowerSchool Parent Portal is a powerful, easy-to-use, secure communication tool connecting teachers and parents. Using PowerSchool's student information system, the Parent Portal allows collaboration to improve student achievement. Online access to grades, attendance, and assignments makes it easier for parents and teachers to accurately monitor, identify, and accelerate student progress.

PowerSchool Parent Portal will allow parents/guardians with more than one child to access all of their children at one time with one login and password. This will also allow both parents/guardians to have separate accounts for their child(ren).

PARENT INSTRUCTIONS – HOW TO CREATE A BRAND NEW POWERSCHOOL PORTAL ACCOUNT

1. Go to https://sis.henrico.k12.va.us/public

2. Click the Create Account tab

3. Click the Create Account button

4. Under Create Parent Account, enter your First Name, Last Name, and Email.

5. Enter your desired Username. Your Username must be unique and should not contain a space or any of the following characters: & # % ^ ` Tést [ ] { } ; " ' < > / | \

 If the name you choose already exists, you will be prompted to enter a different one.

6. Enter your desired Password. Password must:

- Be at least 7 characters long

- Contain at least one uppercase letter

- Contain at least one lowercase letter

- Contain at least one number

- Contain at least one special character

(Example: ! or #)

7. Re-enter your Password

8. Under Link Students to Account, enter the Student's First and Last Name in the Student Name box. Be sure to leave a blank space in between the Student's First and Last Name.

9. Enter the Student Number. The Student Number can be found on multiple documents, such as report cards and student information records. Please contact the student's school if you do not have this information.

10. Enter the student's first initial (lower case), middle initial (lower case), last initial (lower case), and birthday (Example: John A. Doe with birthday of June 2, 2002 would be entered jad20020602)

11. Enter your relationship to the student

12. Repeat steps 9-12 for multiple students

13. Click Enter

PARENT INSTRUCTIONS – HOW TO LINK STUDENT(S) TO EXISTING POWERSCHOOL PORTAL ACCOUNT

1. Go to https://sis.henrico.k12.va.us/public

2. Type in your Username, Password, and click Sign In

3. Under the Navigation menu on the left, click Account Preferences

4. On the Account Preferences – Profile page, click the Students tab

5. Click the Add button

6. In the Student Name box, enter the Student's First and Last Name. Be sure to leave a blank space in between the Student's First and Last Name.

7. Enter the Student Number. The Student Number can be found on multiple documents, such as report cards and student information records. Please contact the student's school if you do not have this information.

8. Enter the student's first initial (lower case), middle initial (lower case), last initial (lower case), and birthday (Example: John A. Doe with birthday of June 2, 2002 would be entered jad20020602)

9. From the drop-down menu, select your relationship to the student.

10. Click Submit

11. You should see additional student's name appear in blue bar across top of page. Click on name in blue bar to see information for that student.

How to view your child's information:

1. Go to https://sis.henrico.k12.va.us/public

2. Enter your user name

3. Enter your password

4. Information on your child(ren) will be available upon successful login