

Palmyra Area School District

To the Parents/Guardians of: Lastname, Firstname

Welcome back for the 2019-2020 school year. Starting today, August 12, 2019, our PowerSchool Parent Portal is open to all parents. The portal contains important Back-to-School information such as middle and high school student schedules and elementary teacher/room assignments. Bussing information will also be available in the portal starting August 19, 2019.

Before you can view this information in the portal we ask that you complete the following tasks to help us ensure we are ready for the school year. If you have more than one child attending the district you will want to complete each of these tasks for each child. The tasks are outlined for you inside the portal.

1. Complete your Annual Agreements
2. Update Parent-Guardian Contact Information
3. Update Emergency Contact Information
4. Update Student Health Information
5. Update your SwiftReach SwiftK12 Information (emergency information, snow delays, cancellations, etc.)

If you have previously created a Parent Portal account, please visit <https://powerschool.pasd.us> and sign in using your credentials. If you have an account, but forgot your username and/or password you can recover your information by clicking the Forgot Username or Password link. If you have not yet created an account, please follow the directions in the attached document. To view the document you will need to enter your child's date of birth in the following format: mm/dd/yyyy.

Please note while in a situation where custody is shared by both parents each parent may create their own account, only one parent will need to complete the Annual Agreements. Parent and Emergency contact information can be completed by either parent and updated in the future if any information changes. In order for the school district to continue to provide emergency information, snow delays, cancellations, etc., we ask that the information for both parents is submitted in the SwiftReach SwiftK12 page.

If you have technical issues accessing the portal or creating your portal account, please email: parent_support@pasd.us or visit our NEW Parent Support Knowledgebase at <http://pasdparentsupport.pasd.happyfox.com>

If you have questions regarding your student's teacher assignment or other information, please contact your child's school office.

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Creating a New Parent Account

To create a new PowerSchool Parent Account, please follow the instructions below:

1. Go to <https://powerschool.pasd.us>
2. Click on the Create Account tab, then the Create Account button.
3. Complete the top portion of the form with your own information. Complete the bottom portion of the form with the information found below. **Note:** if you have more than one student you will need the unique Access ID and Access Password found on each of the emails you received.

Student Name: \$Student Name\$

AccessID: \$Access_ID\$

Access Password: \$Access_Password\$