

## Dear families –

The school year is almost here! The first day of school is Wednesday, August 23, and open houses will be Monday, August 21. Here are some tips to help you get your family off to a good start.

On August 14, the online program PowerSchool will re-open so that you can learn your child's teacher assignment or schedule, review your pre-completed back-to-school forms, customize how you hear from us, and more. *Para recibir esta carta en español, llame a nuestra línea telefónica en español al 434-245-2548.*

### PowerSchool

PowerSchool is an online tool to help schools, students, and families stay connected throughout the year. You can check grades and attendance and more (see below). Make sure *all* of your students are added to your parent account.

Returning PowerSchool Users: Log back in (on or after August 14), using your *parent* account (not your child's). If you don't remember your username or password, visit the log-in page for help. A link to PowerSchool is on the parent menu at the bottom of every page at [charlottesvilleschools.org](http://charlottesvilleschools.org). **To add a child**, log in and click "Account Preferences," then "Students," then "Add." Enter the student's "access info" from the back of this letter.

New PowerSchool Users: See the back of this sheet for instructions & personalized access codes.

### Teacher Assignments/Schedules

The earliest way to learn your student's schedule and teacher assignment is to check PowerSchool when it reopens on August 14. We will mail letters later that week.

### Back-to-School Paperwork Online

To quickly complete your back-to-school forms, log into PowerSchool and click on "InfoSnap" (or PowerSchool Registration). You'll find a complete set of forms for your student, with most of the answers pre-completed for you. Simply edit previous info and answer the remaining questions. After you finish your first child, the program can "snap" updates into your remaining children's forms. We recommend using a computer (not a phone) – you can visit a library, use your child's school chromebook, or take advantage of school computers at open house. The online forms include everything except the application for free/reduced lunch.

For kindergartners and students who are new to Charlottesville City Schools, these forms are not required unless you need to update the information.

### Free/Reduced Lunch

Look for a paper application in the mail. Medicaid-qualifying families and students at Clark, Jackson-Via, and Johnson do not need to complete this form since they automatically qualify for free meals.

### Meal Account Balance Checks

This year, we have switched from "My School Bucks" to "My Payments Plus." You can set up low-balance reminders with My Payments Plus, and for a service fee of about 4 percent, you can pay online. We plan to connect this service with PowerSchool, as well. For more information, see [charlottesvilleschools.org/nutrition](http://charlottesvilleschools.org/nutrition).

### Calls/Emails/Text Messages

Choose whether to receive calls, emails, or texts from the schools. Log into PowerSchool and click on Contact Manager at the left. Then click "Contacts" in a new screen. For your (first) child, click "Edit." For each number or email you have, check the messages you would like to receive. Then click "Save."

### Bus Information

Bus routes will be mailed home with back-to-school information from your school.

### Facebook, Twitter, and You Tube

For updates, follow us at @CvilleSchools! Many schools have accounts, as well.

### ¡Se Habla Español!

Si tiene preguntas acerca de las escuelas de Charlottesville, llame a nuestra línea telefónica en español al 434-245-2548. Un profesor de español le devolverá la llamada. Para leer nuestro sitio web en español, indica "Translate" (traducir) en la parte por encima de la página y escoja Spanish.

## Personalized Instructions for New PowerSchool Parent Portal Accounts

This letter will help you create a PowerSchool Parent Portal account so that you can get your teacher assignments, complete back-to-school forms, and view grades/attendance. You will need a letter for each of your children. (If you're missing a letter, perhaps you already opened an account.) For assistance or an additional child's codes, call 245-2943. Access IDs and passwords are unique for each student. You should keep this letter in a safe place.

### Your Child's Access Information:

**Student Name:**

**Access ID:**

**Access Password:**

### Instructions to Open a New Account:

1. Open an internet browser on your computer and direct your browser to <https://sis.charlottesvilleschools.org/public>

You may also find a link on the "Parents" menu at the bottom of every page of the Charlottesville City Schools web site at <http://www.charlottesvilleschools.org>

2. Click the Create Account button.

**PowerSchool**

**Parent Sign In**

Username

Password

[Having trouble signing in?](#)

**Sign In**

**Create an Account**

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

**Create Account**

**Create Parent Account**

First Name

Last Name

Email

Desired Username

Password  **Strong**

Re-enter Password

Password must:  
•Be at least 6 characters long

**Link Students to Account**

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

Student Name	Access ID	Access Password	Relationship
1. Jimmy	P9999	.....	Son
2. Sally	P8888	.....	Daughter
3. Tommy	P7777	.....	Son
4. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
5. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
6. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose
7. <input type="text"/>	<input type="text"/>	<input type="password"/>	-- Choose

**Enter**

3. A new screen will open. Parent's information goes in the top section. You must give an email address.

The parent or guardian chooses a username and password. Passwords must be at least 6 characters.

4. Children's access information goes in the lower section.

Use the Access ID and password from the top of this page. Passwords are case sensitive and **MUST** be entered exactly as they appear above. If you have more than one child, you will receive more than one letter and should enter all children here.

**Remember to click Enter** when you have finished entering all children.

5. Once you have completed the above, you will see this screen. You can now use your **new** username/password to log in at: <https://sis.charlottesvilleschools.org/public> (Or find a link at the bottom of our web site.)

### To Add a Student to an Existing Parent Account:

1. To add a child, log in and click "Account Preferences," then "Students," then "Add." Enter the student access data from this letter.

**PowerSchool**

Congratulations! Your new Parent Account has been created. Enter your Username and Password to start using your new account.

**Parent Sign In**

Username

Password

[Having trouble signing in?](#)

**Sign In**