

PREP TRANSITIONS TO ONLINE GRADE REPORTING

Last year, Prep began using PowerSchool as its new student information system. Teachers used PowerSchool GradeBook to enter their assignments and grades. Administrators used PowerSchool Scheduler to create the master schedule and individual student and faculty schedules. Newly designed progress reports, report cards and transcripts were created using PowerSchool.

This year we will join hundreds of other schools across the country that have moved to “online grade reporting.” Progress reports for the first half of Quarter 1 will be available at the end of next week, but we will not be printing them or mailing them home. Instead, we will ask all parents to log on to PowerSchool for Parents to view their sons’ progress reports through the parent portal.

Students and parents already have access to PowerSchool and can view student grades and attendance.* They can see grades in real time and observe fluctuations as students complete assignments and take tests and their teachers enter grades. Next week, students and parents will be able to view progress reports during a specified period, when grades will be “frozen” for a day. We will monitor parent log-in during this time to be sure parents have “received” the progress report, just as they “received” them in the mail last year and signed and returned one copy to the Dean of Students.

The third academic cycle of Quarter 1 ends on Tuesday, October 6. Teachers will enter grades by 8:00 am on Thursday, October 8. **ALL PARENTS MUST LOG-IN AND VIEW GRADES BETWEEN 8:00 AM ON THURSDAY, OCTOBER 8 AND 3:00 PM FRIDAY, OCTOBER 9.** Parents who do not have internet access may come to school on Thursday to use the computer in the principal’s office. Logging in with your parent ID and password is proof that you have viewed your son’s progress report.

As in the past, if you have questions or concerns about your son’s grade or work, you should email his teacher. A link is provided on the Parent page of PowerSchool when you view his grades.

*Access to PowerSchool is available to all students and to every parent who has signed and returned a “Parent Access User Agreement.” On September 29, parents who had not returned the agreement received a phone call reminding them to do so. They were reminded that instructions can be found on the school website, under the School Life tab, PowerSchool link. Parents should read the “PowerSchool Users Guide for Parents” and print out the last page, the “Parent Access User Agreement.” Parents should email our registrar, Mrs. Jacquelyn Supple, at supplej@spprep.org if they have any difficulties with this procedure.