

Creating an account in the PowerSchool Parent Portal

What is PowerSchool?

PowerSchool is our student database. All families are required to create an account in the PowerSchool Parent Portal. Each parent may create their own account if desired, and each account can have multiple students attached to it.

The Parent Portal will allow you access to acknowledge the demographic information and the student handbook, request bus privileges, make demographic changes, check homework assignments (grades 9 to 12), sign up for band/chorus/orchestra (grades 4 to 7), choose a foreign language (grades 5 & 6), sign up for sports & activities (grade 5 to 12), check student grades and homework assignments (grades 9 to 12), view students attendance, and much more.

How do I Create a PowerSchool Parent Portal Account?

Within a week, you will receive a letter containing an Access ID and Access Password. You will need this information when creating the account in the Parent Portal.

To create the account you will need to go to <https://ps.shrewsbury.k12.ma.us>.

1. Begin by clicking on **CREATE ACCOUNT**.
2. Create only **ONE** account per parent and add all of your children in this account.
3. You will need to complete the information required: name, email address a Username & Password that **YOU** will create. (The Username and Password must be at least 6 characters, you can use letters, numbers or a combination of both, but you **CANNOT use the @ sign or a space**).
4. The box on the bottom section of the page will ask for the information found in the letter. (Access ID & Access Password).
5. Please keep track of the Username and Password that you create as you will need it each time you need to log into the Parent Portal. You will also keep the same Username & Password until your child graduates from or transfers from Shrewsbury Public Schools.

Adding a new child to your existing Parent Portal Account

If you already have an account in PowerSchool Parent Portal and you need to add another child, you will need to:

1. Log into your Parent Portal account
2. Click on Account Preferences (left side bar icon)
3. Click on the Student tab
4. Click on Add +
5. Fill in the Student Name, Access ID & Access Password and click on Submit

How do I Apply for Bus Privileges?

Apply for Bus Privileges?

Bus privileges are NOT available to preschool students UNLESS it is required in their IEP. For students kindergarten through grade 12, once you have created the account in the Parent Portal, you will be able to apply for bus privileges by logging into your account, and following the Bus Registration Instruction page.

If you have any questions or problems regarding the Parent Portal, please contact us at

PowerSchoolAccounts@shrewsbury.k12.ma.us

and for bus registration questions contact transportation@shrewsbury.k12.ma.us

PowerSchool Parent Portal Required Action!!

Once you have created the account in the PowerSchool Parent Portal you must also complete the following procedure so that you receive important information throughout the year. This procedure must be completed every year in the month of August just before the beginning of the school year. Parents should also follow this procedure anytime during the school year when any student's demographic information changes.

1. Log into the PowerSchool Parent Portal at <https://ps.shrewsbury.k12.ma.us>
2. On the left hand menu, click **DEMOGRAPHIC INFORMATION UPDATE**
3. Review the information on the left side of the page and make corrections on the right side as necessary
4. **Scroll down to the bottom** of the screen and click on the link to review the student handbook
5. **Click on the blue "I certify that the information above is correct and that I have read and understand the (school name) handbook" button at the bottom of the page**
6. Repeat this procedure for each of your students by clicking on their names at the top of the screen in the blue bar and repeat steps 2 through 6.
7. If you do not click on the link at the bottom of the page, you will not be able to view any of your child's information.

If you need any assistance, please feel free to contact us at powerschoolaccounts@shrewsbury.k12.ma.us

Thank you for your cooperation.

Shrewsbury Public Schools Data Management Team