

Creating an account in the PowerSchool Parent Portal

What is PowerSchool?

PowerSchool is our student database where we keep all student demographic information. The Parent Portal is where a parent creates an account and at anytime during the school year, you are able to look up and make changes to your child's demographic information, such as update email addresses, telephone numbers, update emergency contacts, etc. **All parents MUST 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 student handbook, verify demographic information or make changes, (which MUST be done in August of each school year), and request bus privileges.

How do I Create a PowerSchool Parent Portal Account?

(If you already have an account for another child, see instructions below.)

On May 30, 2017 we will mail out letters containing your child's Access ID and Access Password. You will need this information when creating the account in the Parent Portal. Once you receive the letter you should create the account.

To create the account you will need to go to the Parent Portal website:

<https://ps.shrewsbury.k12.ma.us/public/>

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, and 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 that will be mailed to you (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 to Apply for Bus Privileges?

Bus privileges are NOT available to preschool students. For student's 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 Information on the reverse side of this page.

If you have any questions or problems regarding the Parent Portal, please contact us at PowerSchoolAccounts@shrewsbury.k12.ma.us

Bus Privilege Registration Procedures

Important information regarding busing:

- Students in kindergarten through grade 6 that live 2 miles or MORE from the school receive free busing. Students in kindergarten through grade 6 living UNDER 2 miles must pay a \$275.00 bus fee (unless you qualify as low income). All students in grades 7 through grade 12 must pay the \$275.00 bus fee (unless you qualify as low income), there is a \$550.00 family cap. **There is also a \$50.00 late fee if bus registration and payment (if applicable) is not received by June 30th.** **Students registered after the deadline have 30 days from the date of registration to sign up and pay without begin changed a late fee.** If you believe you qualify as low income, you must complete the Free and Reduced Application, which can be found on our website <http://schools.shrewsburyma.gov> under departments to Food Services , click on forms and you will find Free/Reduced Lunch Application. **(Applications cannot be submitted before August 1st).** Audits will be done randomly on different dates during the school year.
- Even if you apply for free/ reduced lunches, you must still apply for bus privileges in the Parent Portal
- Bus registration will only be done online through the PowerSchool Parent Portal.
- **Transportation is not available to Preschool students.**
- Parent/Guardian will obtain bus route information in late August by accessing the PowerSchool Parent Portal.
- Private and vocational school students will NOT register through the PowerSchool Parent Portal, but will need to fill out a registration form (posted to our website) and return it to the School Department at town hall on or before June 1st.
- If payment is required, payments can be made online or by check or money orders (along with your confirmation page) made payable to: **Shrewsbury Public Schools**
- Mileage from home to school is determined by Versatrans, our district's transportation program. The mileage from your home to your child's assigned school will be listed in the letter you receive with the child's Access ID & Access Password.

The bus privilege registration process:

1. Log into the PowerSchool Parent Portal at:
<https://ps.shrewsbury.k12.ma.us/public/>
2. Click on your child's name then click on the Bus Privilege icon (must be done for each student separately)
3. Complete the information on the screen as requested.
4. You will be brought to a confirmation screen where you can verify the information entered.
5. If you are not required to pay you may print the confirmation page for your records.

If you pay by check or money order, please make your check payable to:

"Shrewsbury Public Schools" and send to:

Shrewsbury Public Schools Attn: Bus Registration

100 Maple Avenue Shrewsbury, MA 01545

Note: If you do not have a printer, please write the student ID number and student's name (which is shown on the confirmation screen) directly on your check or money order.

Please check our website under the transportation section for additional information. If you have a problem registering for bus privileges through the PowerSchool Parent Portal, please email: transportation@shrewsbury.k12.ma.us

If you do not have access to a computer, there is one located in the lobby of the School Department at Town Hall as well as at the Shrewsbury Public Library.