

School Name
Address
Dedham, MA 02026
Main Office Telephone:

Date: Access Codes to PowerSchool Grade Portal
Student:

Instructions for Parent Access to PowerSchool and Required Demographic Updates

Dear Parent/Guardian:

Dedham Public Schools uses PowerSchool as our student information system. To access PowerSchool, parents need to:

1. Create an account (if not previously created).
2. Connect your child(ren) to your account (if not previously completed).
3. Update demographic information for your child(ren). (Everyone must do this).

If you have completed steps 1 and 2 in previous years, you cannot repeat steps 1 and 2; skip to step 3: login and updating Demographic information. If you forgot your password, follow the link to the self-recovery password procedure.

STEPS

1) (if account not previously created)

To create an account, go to Dedham Public Schools website and under Quick Links you will find the link to PowerSchool Grade Portal. Select the Create Account tab and enter your First Name, Last Name, Email, Desired Username and Password.

2) (unless already completed)

To connect your child to your account, you will need to enter the Access ID and Access Password listed below. You will get a separate letter with an ID and Password for each of your children. Repeat this process for each child. These letters were mailed home to high and middle students and sent home with elementary students during the first week of school. This letter is being sent to everyone - if you connected your child last year, you don't need to do it again. Unfortunately, if you just connected your child to your account, you must wait until the following day to update your child's demographic information.

The Access ID for _ at is:

The Access Password for at is:

Please note 0 is the number zero, o is a lowercase letter, and O is an uppercase letter.

3) Now everyone needs to update your Demographic information.

We need all parents and guardians to update the demographic information for each of your children as soon as possible, and please, no later than _____.

- Click the "Demographic Change" icon
- Click the "Edit" button for your child
- Follow the on-screen prompts to review the existing information
- Approve or change the existing information for each child separately
- Scroll through and complete all screens until you have reached the Finish Page

If you need help with any of these steps, please contact the main office of the school.

Sincerely,

Principal
School Name