Date: August 28th, 2024

To: Career Preparation Center Parents/Guardians of <u>NAME</u>

Re: PowerSchool Parent/Guardian Accounts

Eaton RESA Career Preparation Center (CPC) utilizes a web-based student management system to report grades and attendance. Please note that our PowerSchool system is **<u>separate</u>** from your local high school student management system. PowerSchool allows parents and students to check assignments, grades, and attendance regularly.

The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email a question or concern to the teacher, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school.

Earlier this week, your student was given login information to access the CPC student PowerSchool portal.

==Attached you will find instructions on how to access the parent/guardian PowerSchool portal and create your parent/guardian account.== If you need assistance, please contact Madison Lytle at mlytle@eatonresa.org or (517)483-1596.

If you are accessing PowerSchool through the mobile app, the Eaton RESA District Code is: **QBSQ**

Parents follow the steps below to create your account(s).

1.) Access ERESA's public portal: https://eatoncpc.powerschool.com/public/home.html
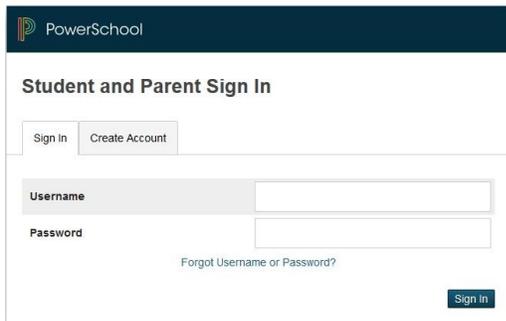
2) Click on Create an account.

3) Enter your first name, last name, email, desired username and password.

4) Scroll down the page to the "Link to Students Accounts" portion and enter the student's full name.

This is where you will need the Access ID and Access Password:
Access ID: web_ID
Access Password: web_password

5) Once all Access IDs and Passwords are entered, hit enter at the bottom of the page.

Important Note for Trimester Schools: PowerSchool is set up as a semester system. Therefore, students from trimester schools will need to disregard S1 (semester 1) and S2 (semester 2) in PowerSchool. Overall trimester grades (T1, T2 and T3) will not appear in

PowerSchool. Trimester students will need to track their overall trimester grade by hand calculating it.

Trimester Example: A student's final grade for Marking Period 1 and Marking Period 2 will be equally averaged together to generate a Trimester 1 grade that gets reported back to the student's local high school. (M1+M2) / 2 = T1

Semester Example: A student's final grade for Marking Period 1, Marking Period 2 and Marking Period 3 will be equally averaged together to generate a Semester 1 grade that gets reported back to the student's local high school. (M1+M2+M3) / 3 = S1

See marking period chart and trimester example below:

Marking Period 1 (Aug 21-Oct 6)	**Trimester 1**	**Semester 1**
Marking Period 2 (Oct 9-Nov 17)		
Marking Period 3 (Nov 27-Jan 19)	**Trimester 2**	
Marking Period 4 (Jan 22-Mar 1)		**Semester 2**
Marking Period 5 (Mar 4-April 19)	**Trimester 3**	
Marking Period 6 (April 22-June 5)		