



# Topeka Public Schools

## PowerSchool Parent Portal

### Acceptable Use Form

Access to your student's grades and attendance through PowerSchool is provided to you as another form of communication with teachers and administrators. This process will help all of us in our efforts to support your student's education. Please read this form carefully, fill out the spaces provided, sign and date it. Return the registration form to your student's school. Present a photo ID, preferably a driver's license, so a copy can be made.

**As a condition of using Power School, I understand and agree to the following:**

1. Usernames and passwords are to be kept confidential.
2. Only **one** username and password will be issued per guardian/student.
3. All concerns about the system should be addressed to your student's school. (School & District staff cannot provide technical support for your home/work computer system).
4. Concerns about grades should be directed to your student's teacher by either setting up an appointment or sending an email directly to that teacher.
5. Even though you can check grades anytime during the day, teachers generally post their grades within five days of the assignment due date. Larger projects may take longer to grade and post.
6. Attendance concerns should be addressed to the attendance clerk at your student's school.
7. If you forget your username and/or password, contact [tpshelp@topeka.k12.ks.us](mailto:tpshelp@topeka.k12.ks.us), 438-4290, 438-4292; or you need to complete the, "Change of Password Form" posted on the District website and submit it to your school.
  - a. Passwords will be reset and given out either in person through the school's office, over the phone, via email, or US Mail.
  - b. You must verify your driver's license number, your student's date of birth and home/ mailing address for confirmation.
8. Users must realize that email and other communications via the Internet are not guaranteed to be private.
9. We will monitor Parent Access to PowerSchool. The Parent Access Log lists dates of logins, time accessed, and duration of login (in minutes).

**Acceptable Use:**

1. It is important to remember that the school district is providing this access as a privilege. I understand any misuse of the program may result in having my rights revoked without notice.
2. I understand the school district is not liable for any damages to my personal equipment incurred when connected to the PowerSchool system.
3. In consideration of using Topeka Public Schools District's network resources and having access to my student's grades and attendance, I hereby release Topeka Public School District and its officers, employees and agents from any claims and damages arising from my use or inability to use the system.
4. I understand that information in the PowerSchool System may not be correct. I should notify the appropriate individual regarding corrections. (See login page for additional information)
5. As a parent or guardian, I have read and signed this form and understand that the access is designed to support my student's education.

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Signature

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Date



# Topeka Public Schools PowerSchool Parent Portal Custody/Identification Form

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

DOB: \_\_\_\_\_ School: \_\_\_\_\_

**Parent/Guardian Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

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**For Office Use Only**

Parent/Guardian Identification Number \_\_\_\_\_ (MUST BE A PHOTO ID)

Please Check **ONE** for the type of ID Presented:

- Drivers License
- Military Identification
- Green Card
- Other, List Type \_\_\_\_\_

Signature of Personnel Verifying Identification \_\_\_\_\_

Date Received in Technology Office \_\_\_\_\_

Date Mailed or Returned to School \_\_\_\_\_

Signature of Personnel Creating Account \_\_\_\_\_