

Updating Demographic Data – the Parents’ Perspective

1. Once you have logged in to PowerParent – the first page that opens is the Grades and Attendance page. On the left-side menu – click on the **Demographic Change** icon.

Grades and Attendance:

Grades and Attendance | Outcomes Grades

Click on the mark to see the Assignments for each Overall Grade.

Exp	Last Week				This Week				Course	S1	Q1	Q2	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W								
1(A-F)									Health Education 9 Lade, Jeannie - Rm: P03	4 95					0	0
1(A-F)									Physical Education 9 Reis, Jesse - Rm: Gym 3						0	0
2(A,C,E)									French 9 Schneider, Jennifer - Rm: B72	4 99					1	0
2(A,C,E)									Computer Applications 9 Wiebe, Dale - Rm: B55						0	0
2(B,D,F)									Arts Education 9 Fishley, Tennille - Rm: B45						0	0
2(B,D,F)									Home Economics 9 Sadoway, Jennifer - Rm: B20						0	0
3(A-F)									Mathematics 9 Henkelman, Kelley - Rm: B49	4 97				4 97	1	0
4(A-F)									English Language Arts 9 Hall, Courtney - Rm: P01	3 82				3 82	1	0
5(A-F)									Social Studies 9 Fishley, Tennille - Rm: B45	4 95					0	1
5(A-F)									Science 9 Neufeldt, Andrew - Rm: A13						0	0
Attendance Totals															3	1

Show dropped classes also

Legend
 Attendance Codes: Blank=Present | A=Absent - Unverified or Unexcused | I=Illness or Medical | PA=Parent Excused Absence | L=Late | PL=Parent Excused Late | SE=School Excused Absence | AOG=Bus/Weather/Watermain | ISS=In-School Suspension | OSS=Out of School Suspension | PAV=Parent Excused Absence - Vacation

2. The next page that opens has all of the information that is **currently in PowerSchool** – beside that are empty boxes where you can input the **new demographic information!**

Demographic Update

Click on the section heading to expand the section you wish to edit.

General Student Information

On file with the school

Name (last,first MI) Josie Smith
 Gender Female
 Date of Birth January 5, 2001
 Health Services Number
 Social Insurance Number
 Home Phone 306-123-4526
 Home Address Waman, SK S0K 4S1
 Mailing Address Waman, SK S0K 4S1

Please make your updates
 Contact school if name is incorrect. Legal documentation may be required.
 Contact school if gender is incorrect. Legal documentation may be required.
 Contact school if birthdate is incorrect. Legal documentation may be required.

Primary Contacts
 Additional Contacts
 Medical Information
 Consent Information
 Immigration/Ethnicity

Select... Submit

3. There are several sections that need to be completed – click on each section to open it and check that the data is accurate.

▶ Primary Contacts

▶ Additional Contacts

▶ Medical Information

▶ Consent Information

▶ Immigration/Ethnicity

4. Once you have completed entering all of the necessary information, at the bottom of the demographics page is a drop down menu

▶ Consent Information

▶ Immigration/Ethnicity

Select... Submit

5. Select the choice that fits your situation and the submit button will become active.

▶ Consent Information

▶ Immigration/Ethnicity

Select... Submit

Select...

Information on file is up to date

Please update information with above corrections

student.export (1).text Show all downloads...

6. Once you have submitted your information, your updates are complete.

NOTE:

1. Even if there are no changes to the demographics – parents must submit the form – that is necessary to keep our consent forms current.
2. Updates to the demographics pages can be made continuously throughout the school year as changes happen – this keeps the school informed of the latest information.