

Updating Demographics

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

Grades and Attendance:

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	H	F								
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 Sadovay, 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	

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

Josie Smith

Female

January 5, 2001

Health Services Number

Social Insurance Number

Home Phone 306-123-4526

Home Address Warman, SK S0K 4S1

Mailing Address Warman, 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

Select...

Submit

5. Once you have reviewed the information and made the changes, if any are required, click the submit button.

Consent Information

Immigration/Ethnicity

Information has been updated/verified

Submit

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.