

Good Evening,

The Newton School District is going paperless with the beginning of year paperwork. All parents **MUST** log in to their Parent Portal and complete the annual updates for each student. The process is quick and will allow you to view/edit your student's information. The portal will be opened on Friday July 15th. This must be completed by August 15th. Your student's schedule will NOT be released until this form is complete. To access Parent Portal, click [here](#)

ANNUAL UPDATE INSTRUCTIONS:

1. Log in to the portal using your existing parent account and select Powerschool Registration:

The screenshot shows the Powerschool Parent Portal interface for a student named John Smith. The page title is "Grades and Attendance: John Smith". The main content area is divided into several sections:

- Attendance By Class:** A table with columns for "Last Week", "This Week", "Course", "Q1", "Q2", "Q3", "Q4", "Absences", and "Tardies". The "Attendance Totals" row shows 0 for both Absences and Tardies.
- Current weighted GPA (G1):** A section with a "Show dropped classes also" link.
- Attendance By Day:** A table with columns for "Last Week", "This Week", "Absences", and "Tardies". The "Attendance Totals" row shows 0 for both Absences and Tardies.
- Legend:** A section explaining various attendance codes and citizenship codes.

The legend includes the following information:

Attendance Codes: Dis=Present | UA=Unexcused Absence(VN) - Does not count toward truancy | U=Unexcused Absences that count toward Truancy | V=Verified Unexcused counts toward Truancy | Adm=Admin/Not count toward Truancy | EXC=Excused | SS=SSS | OSS=OSS | TE=Truancy Excluded | T=Truancy Unexcused | TC=Take Your Child to Work Day | B=Religious Holiday | EL=Early Leave | HB=Homebound |

Citizenship Codes: 0=Outstanding | 1=Satisfactory | N=Needs Improvement | U=Unsatisfactory | 1=Commendable | 2=Above Average | 3=Average | 4=Below | 5=Unsatisfactory | +

If this is your first time on Parent Portal, click "Terms and Conditions". Otherwise, click "Start Form."

2. Confirm data for your student is correct and edit fields as applicable. When you are finished click "Submit" and logout or return to dashboard to complete this task for any additional student(s). You must ensure that all data is correct before you are able to successfully submit your updates.

Please contact your school's main office with any address changes, custodial agreements/court orders or problems encountered during your update.

Thank you for your prompt attention and have a great summer.