

BELOW IS A SAMPLE LETTER. YOU WILL NEED THE ACTUAL LETTER ASSOCIATED WITH EACH OF YOUR CHILDREN, AS THE USER IDs AND ACCESS CODES ARE UNIQUE FOR EACH STUDENT. IF YOU CANNOT LOCATE YOUR LETTER, PLEASE CONTACT YOUR BUILDING SECRETARY.

MM/DD/YY [Grade: _]

To the parent(s)/guardian(s) of XXXXX YYYYYY:

The Indianola Community School District provides students and parents access to current grades, attendance, report cards, re-enrollment, and more via PowerSchool. The process outlined below will allow you to gain access to this information.

A. If you already have a student in the district and have set up a PowerSchool parent portal account, please follow these instructions.

Log in to PowerSchool at <https://indianola.powerschool.com/public>.

Once you're logged in, then click "Account Preferences", select the "Students" tab, then click the "Add" button.

Enter the student's first and last name, their Access ID and Access Password (found below), and your relationship to the student. Click "OK".

B. If you are completely new to PowerSchool, you will need to create a PowerSchool parent/guardian account. Please follow the steps below.

1. Open the internet browser on your computer and navigate to <https://indianola.powerschool.com/public>.
2. Click the "Create an Account" tab.
3. Then click on "Create an Account".
4. You are now ready to create your PowerSchool ID. It is highly recommended that you use a personal email address, rather than a work email address, for your parent portal account.
5. Once you enter the necessary information under "Parent Account Details", enter your student's first and last name, their Access ID and Access Password (found below), and your relationship to them.

Your Access ID for XXXXX is: 99999

Your Access Password for XXXXX is: ABC12

6. If you are linking multiple students to your account, you should have received a letter with unique Access IDs and Access Passwords for each student. Continue entering those as needed for each student.
7. Then click "Enter" at the bottom of the webpage.
8. Once your account is created, you will see "Congratulations! Your new PowerSchool account has been created. Check your email for a link to verify your account."
9. Check for an email from enrollment with a link to verify your PowerSchool parent account.
10. Click the link, and you'll be brought back to the PowerSchool sign in page. You will see "Congratulations! Your new PowerSchool account has been verified. Enter your Username and Password to start using your new account."
11. Enter your email address and PowerSchool password to sign in.
12. You are now logged into PowerSchool!

Please make note of the PowerSchool URL: <https://indianola.powerschool.com/public>. You will use this URL to access your student's information via the web. You may wish to bookmark it in your favorite web browser.

Note: If other members of your family should have access to your student's academic information, you may share this letter with them, so they may create their own individual PowerSchool accounts (mother, father, step-parent, other guardian, etc.).

It is recommended that you keep your personal username and password secure and not share them with anyone else. Students will create their own PowerSchool accounts at school.

You should not share your PowerSchool account information with XXXXX.

PowerSchool also has mobile apps available for parents and students available at the iTunes App Store and the Google Play Store. You will need to use your PowerSchool ID to utilize the mobile apps. The District Code is **WLQR**.

Thank you for your patience and cooperation in following these steps to gain access to your student's information. If you have difficulty setting up your account, please call 515-961-9500 x1506 during regular business hours.