

Mandatory PowerSchool Student Update 2019-2020

For the safety and security of our students, it is imperative that we have the most current student information in our systems. **The Fox Chapel Area School District requires online submission of the PowerSchool Student Update for each student.**

You will NOT receive teacher assignments or schedule details until you complete the process outlined below. This process must be followed for all students K-12, both returning and new. You will need to follow this process for each child.

PowerSchool Student Update Process:

- **You will receive an email titled “Mandatory PowerSchool Student Update” from the Fox Chapel Area School District on August 9, 2019, with login instructions and a Snapcode. *If you have more than one child in the district you will receive multiple emails (one for EACH child). These emails have individualized Snapcodes assigned to a specific student.***

- **ON or AFTER August 12, 2019, use the link in the received email to: verify or update current information AND electronically submit the required student forms (Emergency Medical Authorization, Acceptable Technology Use Policy, Free and Reduced Lunch Form, Early Dismissal Plan, Student Emergency Care Information, Student Handbook Agreement, Military Opt Out for juniors and seniors, PTO Student Directory Information, Internet Use Agreement, and Student Pickup Authorization Form). *Finalize the submission of all required information by clicking the submit button. If you have multiple children, repeat this process for each child using their individualized Snapcodes sent via email.***

- **One business day AFTER completing the Mandatory PowerSchool Student Update online**, you can log in to your PowerSchool Parent Portal at psweb.fcasd.edu to view student schedules and teacher assignments. *To view PowerSchool Parent Portal FAQ and video tutorials please visit go.fcasd.edu/pshelp.*

If you do not have a PowerSchool Parent Portal account, please email access@cl.fcasd.edu and include your name, child’s full name, school, and grade level.

If you would like assistance completing this process, need computer/internet access, or have other questions, our team will be available for support:

- Sharpsburg Community Library
 - August 13, 2019: 10 a.m. to 12 noon
 - August 14, 2019: 10 a.m. to 12 noon
 - August 14, 2019: 6 p.m. to 8 p.m.
- O’Hara Elementary School
 - August 13, 2019: 1 p.m. to 3 p.m.

Should you have questions or need further assistance, please email community_help@fcasd.edu.