

Parent Portal  
Reference Book  
for  
Power School

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William O. George III, Ed.D.  
Superintendent of Schools

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Assistant Superintendent for  
Curriculum & Instruction

Dear Parents & Guardians:

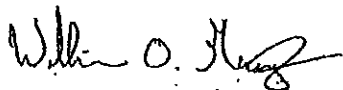
We are pleased to announce that as of February 1, 2012, we will be opening the Detailed Grading Section of our Power School Parent Portal for Middle School and High School students.

This section of PowerSchool is a tool to increase communication between parents and teachers. We are excited at the potential of this new application, but realize that with this comes a shift in the way we work and communicate. We believe that along with teachers, it is also important for parents to become educated in the process of grades and assessment. Before PowerSchool, parents received grade information only upon request or at scheduled times. With the PowerSchool Parent Portal, it will now be possible for parents to check grade information at any point in the year. With that in mind, parents need to know and understand the following:

- Grades can change dramatically in the first few weeks of each marking period. In the beginning of each term, you may see large shifts in your child's grade average. When there are only one or two assignments in the grade book, a low or high score can make a dramatic change in the overall grade average. The grade book instantly recalculates the overall grade as every assignment is entered.
- Teacher email links are available in PowerSchool in the Parent Portal section and on our district website. You may communicate with the teacher through email or by phone.
- We always welcome the opportunity to discuss your son or daughter's progress; however, the strategies listed below may be helpful as a first course of action.
  1. Talk with your child first to discuss the circumstances surrounding their progress.
  2. Review the teacher's grading policy.
  3. Check to see if there is an assignment description. In the Class Score Detail screen, if the assignment is listed in blue it will have more information about the assignment. This may help you in understanding what was involved or expected for a particular assignment.
  4. Check the date of the assignment. An assignment handed in late may receive deductions from its score. Remember -- early in the marking period, overall grades can fluctuate dramatically because of the number of assignments in the grade book.
  5. See if there are any missing or late assignments that may be affecting your child's overall grade average.
  6. If you need additional assistance, contact the teacher for clarification about grades.

We embrace the opportunity to expand our communication with the parents and students of the Middletown Township Public Schools. It is our intention that this tool will assist our students' academic success. Please do not hesitate to contact your building principal with questions or concerns.

Sincerely,



William O. George III, Ed.D.  
Superintendent of Schools



## A FEW FREQUENTLY ASKED QUESTIONS

**Question:** Does it matter how I enter my child's name? Does it need to be last name, first name or doesn't it matter?

**Answer:** You should enter your child's name in the order you want to see it appear when you log in. The first name you enter is the first name that will appear on the tabs after you logged in.

**Question:** Do I enter my username and password in the boxes asking for "Access ID" and the "Access Password"?

**Answer:** You will enter the Access ID and the Access Password from the information sheet(s) you were given.

**Question:** Can I give my username and password to someone else to use?

**Answer:** Although not advised, if you want to release the information to anyone else they should set up their own account. You will have to give them the Access ID and the Access Password for the child or children and they should set up their own account and fill in the relationship accordingly.

**Question:** What if I can't remember my username or password?

**Answer:** There is an option when logging in "Having Trouble Logging In". Follow the directions and an email will be sent to you with your information. If after referring to the district website for additional help you are still unable to create an account, please contact the IT Department in Central Office.

**Question:** How can I add additional students after I have created my account?

**Answer:** After logging in go to "Account Preferences" then click the Students tab and "Add". You still need the Access ID and Access Password for students you are adding.

**Question:** When I log in it says access is not available to my child.

**Answer:** Call your child's school. It simply means your account is turned off for that child.

# MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS PARENT PORTAL

Our Parent Portal is an important part of our continuing communication with parents regarding their child's academic progress. We have prepared this guide as support in managing through the portal.

1. After logging into the site click on the Grades and Attendance box at the top of the screen
2. To view grades, a descriptor of the standard and the Standards Based Report Card grading key click on the tab Standards Grades and the report card will be displayed.
3. Before you log out check your email address to make sure it is current and you may also change your user name and password in this view.

#2

#1

#3

**Grades and Attendance**

Attendance by Class																			
Exp	Last Week					This Week					Course	Q1	Q2	E1	Q3	Q4	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
P1(A-E)											Scaled Aviation Teacher, A							0	0
P2(A-E)											US History I Teacher, B							0	0

Each of the standards skills listed is an active link. When you click on each of the skills you will be in a view which includes the name of the standard and description, and the grading key.

Uses combined knowledge of phonics, prefixes & suffixes to decode new words
Demonstrates knowledge of vocabulary throughout content areas
Identifies various strategies to comprehend fictional text
Identifies various strategies to comprehend nonfiction text
Describes in depth a character, setting, or event in a story, using specific details from the text, summarizes fiction text
Determines the main idea of text, explains supported by key details, summarizes nonfiction text
Organizes research information from a variety of resources
Communicates an insightful meaningful experience to literature
<b>Speaking &amp; Listening</b>
Engages in collaborative discussions building on others ideas & expressing their own

# MIDDLETOWN TOWNSHIP PUBLIC SCHOOLS PARENT PORTAL

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You can receive email notifications

**Navigation**

- Attendance History
- Email Notification**
- Teacher Comments
- School Bulletin
- Balance
- Account Preferences
- Honor Roll
- My Schedule
- School Information

### Email Notifications:

What information would you like to receive?

- Detail report of attendance.
- School announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

How often?

Email Address

Additional Email Addresses   
(separate multiple email addresses with commas)

Apply these settings to all your students?

Send now for Kelsey?

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Check attendance

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### Meeting Attendance History:

Course	Expansion	8-8-09	9-12-09-10	9-19-09-20	9-26-09-30	10-3-10-7	10-10-10-14	10-17-10-23	10-24-10-28	10-31-11-4												
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	
Language Arts 5 Garofalo, Brooke 213 E: 09/06/2011 L: 07/01/2012	1-2(A-B)																					
Element of Spanish 8 Cano, Jaclyn 211 E: 09/06/2011 L: 07/01/2012	3(A)																					
Math 6 Kalestides, Stavroula 212 E: 09/06/2011 L: 07/01/2012	3(B) 4(A-B)																					
LUNCH Gomulka, Joseph E: 09/06/2011 L: 07/01/2012	5(A-B)																					
Chorus 6 Liddy, Sandra 140 E: 09/06/2011 L: 07/01/2012	6-7(A-B)																					

Progress reports

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Teacher Comments:

Reporting Term **2011-12**

Exp.	Course #	Course	Teacher	Comment
1-2(A-B)	1161	Language Arts 6	C	Pleasure to have in class Satisfactory prg at this time
3(A)	2262	Elem of Spanish 6	R	Pleasure to have in class Does well hm/classwk/asts
3(B) 4(A-B)	3161	Math 6	R	Current avg btw 79-76 (C+) Has difficulty with tests
5(A-B)	LUN6	LUNCH 6	R	Good class part/prep/pos influ
6-7(A-B)	7661	Chorus 6	R	Good class part/prep/pos influ
8-9(A-B)	0260	PE 6	R	Pleasure to have in class
10-11(A)	4161	Science 6	R	Current avg btw 69-65 (B+)
10-11(B)	5161	Social Studies 6	R	Satisfactory prg/pos attitude Good class participation Highly motivated
HR(A-B)	HMR6	Homeroom	R	

Show dropped classes also

\* Additional teacher comments may be found on the 'Grades and Attendance' and 'Grades History' pages. Find comments there by clicking on the reporting term score for the appropriate class.

Updates or events at the school

View School Bulletin

Thompson Middle School Bulletin for Monday, January 30, 2012

**Hoops for Heart - February 24** Hoops for Heart kick-off begins January 23. Students are encouraged to get donations to support Hoops for Heart. Students will participate in Hoops for Heart on February 24 during their PE, health or computer class. Thompson Middle School thanks our students, parents and staff members for supporting this worthwhile cause.

View other dates:

Exp.	Course #	Course	Teacher	Comment
1-2(A-B)	1161	Language Arts 6	C	
3(A)	2262	Elem of Spanish 6	R	
3(B) 4(A-B)	3161	Math 6	R	
5(A-B)	LUN6	LUNCH 6	R	
6-7(A-B)	7661	Chorus 6	R	
8-9(A-B)	0260	PE 6	R	
10-11(A)	4161	Science 6	R	
10-11(B)	5161	Social Studies 6	R	
HR(A-B)	HMR6	Homeroom	R	



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Student Schedule

Enrollments for current school only.

Grade	Section	Language Arts	Elem of Spanish	Math	Science	PE	Science
8	02	1181.10 Garofalo, Brooks Room: 213 1-2(A-B) 11-12	2262.3 Camb, Joclyn Room: 211 3(A) 11-12	3181.10 Kaleside, Stenoula Room: 212 3(B) 4(A-B) 11-12	7861.1 Liddy, Sandra Room: 140 6-7(A-B) 11-12	0260.16 Vaccarella, Karan Room: GYM 8-9(A-B) 02	4181.1 Jassurun, Eileen Room: 120 10-11(A) 11-12
9	02	1161.10 Garofalo, Brooks Room: 213 1-2(A-B) 11-12	3181.10 Kaleside, Stenoula Room: 212 3(B) 4(A-B) 11-12	7861.1 Liddy, Sandra Room: 140 6-7(A-B) 11-12	0260.16 Vaccarella, Karan Room: GYM 8-9(A-B) 02		

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School Info

School Information

<b>School Name</b>	Thompson Middle School
<b>School Address</b>	1001 Middletown-Lincroft Road Middletown, NJ 07748
<b>School Phone</b>	(732) 671-2212
<b>School Fax</b>	(732) 615-9714
<b>School Principal</b>	Anne Facendo
<b>Principal's Phone</b>	(732) 671-2212
<b>Principal's Email</b>	facendoA@middletownk12.org
<b>Assistant Principal</b>	Mike Melendo
<b>Assistant Principal's Phone</b>	(732) 671-2212
<b>Assistant Principal's Email</b>	melendoms@middletownk12.org
<b>Attendance Secretary's Email</b>	
<b>Registrar's Email</b>	
<b>This Year's Terms</b>	
<b>Term</b>	<b>Start Date</b> <b>End Date</b> <b># School Days</b>
Quarter 1 (Q1)	09/06/2011      11/09/2011      45

## Account Preferences

Profile tab will allow you to change your password and update your email.

Student tab will allow you to link all your children to one account even if they attend different schools in the district.

Navigation

- Grades and Attendance
- Grade History
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Profile Students

### Account Preferences - Profile

If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:

Last Name:

Email:

Select Language:

Username:

Current Password:

Taskbar: Start | Middletown Board of Edu... | Account Preferences | Trusted sites | 100% | 10:06 AM

Balance will show how much the your child has in their account.

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### Transactions:

Meal Transactions - Current Balance: \$9.95

Date	Time	Net	Balance	Description
------	------	-----	---------	-------------

Taskbar: Start | Microsoft Word | Middletown Board of Edu... | Balance - Microsoft In... | Trusted sites | 100% | 11:34 AM

Honor Roll will indicate if your child is on honor or high honor roll.

Navigation

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### Honor Roll

School Year	Grade Level	School Name	Store Code	Honor Roll Method	Level Met
2011-2012	6	Thompson Middle School	Q1	THOM Q1 Honor Roll	High

## Tips on Parent Portal

When you log on, you will come to your child's schedule and their class grades.

Q1 = Marking Period 1

Q3 = Marking Period 3

Q2 = Marking Period 2

Q4 = Marking Period 4

E1 and E2 are midterms and finals. This is only for Algebra and Foreign Language.

Please know that if your child is in the 2<sup>nd</sup> marking period, the grade that you see is the grade that they have as of the last date that that particular teacher has recorded.

Y1 = is your child's year average.

Exp	Last Week		This Week		Course	Q1	Q2	E1	Q3	Q4	Y1	Absence							
	M	T	W	H								F	M	T	W	H	F	11-12	11-
1-2(A)					Social Studies 7 Kiel, Mall	A 91.92	A+ 95.56	--	--	--	A 93.74	0	0						
1-2(B)					Science 7 Van Facktmann, Jesnette	A 90	A 91	--	--	--	A 91	0	0						
3(A) 4(A-B)					Math 7/8 GoCennaro, Toni	B+ 80.95	B+ 86.34	--	--	--	B+ 87.64	0	0						
3(B)					Chorus 7 Williams, Lynn	A+ 98	--	--	--	--	A+ 98	0	0						

If you click on the class and the marking period grade, you will see a list of assignments that your child has been working on and handing in to their particular teacher.

Once you click on a class, there are a few links that you may notice:

Due Date	Category	Assignment	Codes
11/14/2011	HW	ACE 2.1 #1 - 3 BPI	5/5 100 A+
11/14/2011	HW	ACE 2.2 #4, 6, 8, 10 - 11 BPI	Score Not Published
11/14/2011	HW	ACE 2.3 #12 - 15 BPI	5/5 100 A+

**Score Not Published:** the teacher has checked this assignment however at this time the score is not accessible on parent portal

A	57/100	67	C
	54/100	54	F
	A/S	80	E
	D/S	100	A
B	0/5	0	F
	5/5	100	A

**The red triangle:** The assignment is recorded as Late  
**The orange square:** The assignment is recorded as missing.

11/14/2011	Participation/N	Participation
11/14/2011	HW	Quiz Inv 3 sign SS
11/14/2011	HW	Translation, rotation, reflection packet
11/14/2011	HW	ACE Inv 3 #22-24 SS
11/14/2011	HW	ACE 4.1 #1, 3, 4, 15 - 20 SS

You may notice that a few assignments and/or a score may appear to be blue. If you click on a blue assignment and/or score, you will see a comment from your teacher.

01/05/2012	HW	ACE 1.2 #9 - 19 AN	5/5	100	A+
01/06/2012	HW	ACE 1.4 #36 - 37 AN	2.5/5	50	F
01/06/2012	HW	ACE 1.3 #20 - 29 AN	5/5	100	A+