

POWERSCHOOL is a Student Information System that allows parents and students to log into a secure account from your home, school or work. You can use it to see grades, attendance, assignment information and school bulletins in real time.

Parents may also make updates to important information like street address, parent or guardian information, emergency contacts, phone numbers or email addresses. PowerSchool is also used to register your student with the district at the beginning of each school year.

A student's account is created for them by school personnel. Parents create their own account and then link student(s) to it using an Access ID and password. These can be obtained by contacting the secretary at your child's school.

Log into PowerSchool using a desktop or laptop, or by using your web browser on your phone or tablet. There is also a free mobile app available in your app store.

Go to <https://ottumwa.powerschool.com/public> or you can access the log in page from [ottumwaschools.com](https://ottumwaschools.com)--just click on the PowerSchool logo in the center of the page.

### FORGOT YOUR USERNAME OR PASSWORD?

Use the **Forgot Username or Password** link on the login page to recover your sign in information. If you have trouble receiving the information via email, feel free to contact the secretary at your child's school for assistance.

### How to Create an Account

1. Go to <https://ottumwa.powerschool.com/public>

2. Click on the **Create Account** link

3. Enter your email address and create a password

4. Click on the **Relationship** dropdown menu and select **Parent**

5. Enter your phone number and click **Enter**



To download the mobile app, a district code is required. You can find this as well as links to the App Store or Google Play on the bottom left when you log into your account.

## Use the links on the navigation menu to do the following:

**Grades and Attendance** - click to view student grades and attendance.

*Click on any grade to see assignment information for that class.*

**Grades History** - click to an overview of student grades for the year

**Attendance History** - click to view attendance history for the year

**Email notification** - click to set email notifications that you wish to receive on a regular basis

**Teacher Comments** - click to view any teacher comments

**Forms** - Forms are used to enroll or register your child, as well as to update contact, address and emergency information and request bus transportation. Click on the link to view the forms available for your child.

**School bulletin** - some schools publish their school bulletin daily. Click to view that here if available.

**Class Registration** - click to view classes requested for the coming school year

**My Schedule** - click to view the student's current class schedule

**School Information** - click to get the address, phone or fax number for the school

**Account Preferences** - use this to update your account information, choose a new password or add another student to your account

**Document Vault** - click here to find important documents your school may upload such as report cards or test scores. You will be notified when a document is loaded to the Document Vault.

**Graduation Progress** - click here to see the progress your high school student is making toward graduation

**Other Information** - click here to find your student's district account information (used to log into email and their school-issued device) and bus information

