

WELLESLEY PUBLIC SCHOOLS
40 Kingsbury Street • Wellesley • Massachusetts 02481
781-446-6200

Dr. DAVID F. LUSSIER
Superintendent of Schools

Dr. JOAN DABROWSKI
Assistant Superintendent, Teaching and Learning

SARAH ORLOV
Director of Student Services



CYNTHIA D. MAHR
Assistant Superintendent, Finance and Operations

KATHLEEN F. DOOLEY
Director of Technology

Dear Parents/Guardians,

Date: 7/29/19

Each year, it is essential for the Wellesley Public Schools to confirm the emergency contact information, directory information, and other important permissions for each of our students. The Wellesley Public Schools uses PowerSchool, an online platform, to maintain these data. **The PowerSchool Parent Portal will be open August 5 at 12:00 noon through August 30, 2019.** All parents/guardians must log in **between August 5 and August 30** to confirm this important information. Again, this year the Home Room information for Grades K-8 will be available *after* you complete the parent portal forms for each student in your family. Grade 9-12 Schedules will be available on August 22 *after* parent portal forms are completed. As in prior years, you will not be receiving a class list due to security and privacy laws (see [MGL 603 CMR 23.00](#) for more information).

District approved parent and community partners such as our PTOs, Wellesley Education Foundation, etc. request contact information for our families to produce school directories, which we recognize are a valued resource for our families. In accordance with our Student Records Policy (JRA, JRA-R) and the Family Educational Rights and Privacy Act (FERPA), parents may opt out/customize the information released through the Powerschool Parent Portal. Please note that directory information shared with parent organizations is done so with the understanding that this information will not be used for commercial, political, or other third party uses.

PowerSchool Parent Portal Instructions: August 5, 2019 at 12:00 noon - August 30, 2019

First Time Users: (This can be completed anytime after receiving access ID emailed the morning of July 29, 2019)

Go to the Portal at <https://wellesley.powerschool.com>

- Click on the **Create Account Tab**
- Fill in the requested information to create your Parent Portal Account
- Access ID's and passwords were emailed on July 29, 2019
- Complete steps below for returning users after August 5, 2019 when the portal opens at 12:00 noon **on August 5.**

Returning Users: (This can be completed after portal opens on August 5, 2019)

Log into the Portal at <https://wellesley.powerschool.com>

- Click the "Annual Update" icon
- Make changes and click "Submit" at the bottom of each page (**Even if changes are not necessary, please login and click 'Submit' in order to update your account for the upcoming school year.**)
- Page five will include the homeroom information for your child
- Follow this procedure for each child

Drop-In Parent Portal Training for Parents (optional):

- Monday, August 5 at 2:00 PM - 4:00 PM - Wellesley Middle School Tech Office
 - Tuesday, August 6 at 4:00 PM - 6:00 PM - Barton Road Community Center
 - Monday, August 12 at 10:00 AM - 12:00 PM- Wellesley Middle School Tech Office
 - Tuesday, August 13 at 7:00 AM - 9:00 AM - Barton Road Community Center
- Or email portal@wellesleyps.org for help or for an appointment at another time

Back to School Packets, Handbooks with Annual Notices will be available online in August in the Quick Links section of our website. Thank you for your support and we are looking forward to a great school year!