



Hello Parents!

We have good news! For your convenience, Buckingham Elementary School proudly announces that we will begin utilizing a new on-line dismissal management system this fall called [School Dismissal Manager](#) (SDM). It is dependable, easy-to-use, and can be updated by parents and guardians from the convenience of their smart phones, tablets, and PCs.

Through the on-line dismissal management system, you can:

- Report student absences and late arrivals
- Schedule early departures from school
- Schedule after-school activities such as scouting, clubs or sports, enrichment classes, etc.
- Make transportation changes as late as [2:30 PM] on the current day.

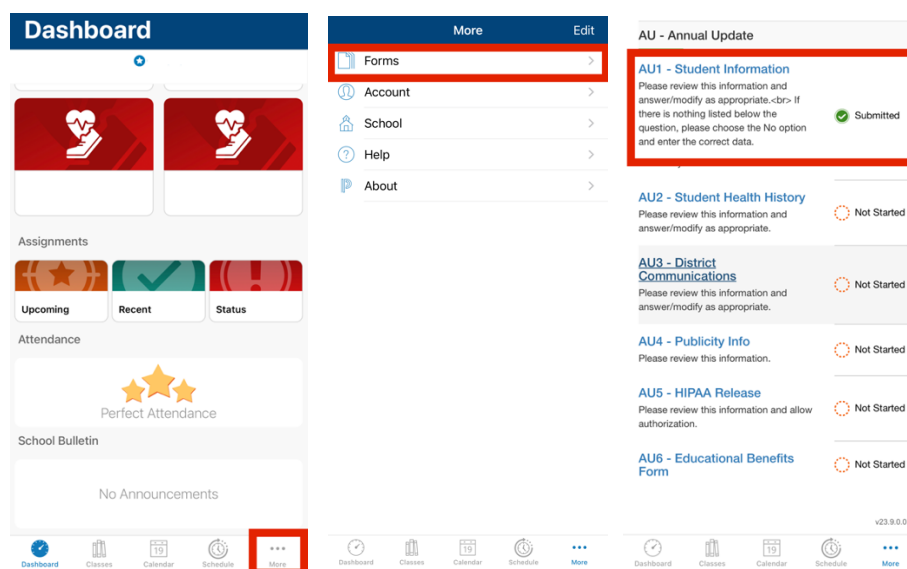
... and so much more!

We will begin using SDM for dismissal in early October. Before we convert to this new system, we will provide you with additional information and an email will be sent to you directly from SDM. The email from SDM will contain important instructions and your personal login credentials. Once you receive your credentials, please use them to log into the new system so that you can begin to familiarize yourself with it and set up your child's default dismissal and routine.

**\*Until notified by Buckingham Elementary School please continue to report transportation changes by phone to the front office. \***

When School Dismissal Manager goes live all transportation changes will be accepted **only** through SDM. In preparation to go live with School Dismissal Manager all parents must log into your child's PowerSchool account and make sure your cell phone and email address are correct. Please follow the instructions provided. If you need assistance or have issues, please contact Julie Gribble either by email [jlgribble@worcesterk12.org](mailto:jlgribble@worcesterk12.org) or phone (410) 632-5307.

In your child's take-home folder, you received instructions on how to log into your child's PowerSchool Parent Portal. Once logged in. You will need to click "more" in the bottom left corner. Once in forms, you will need to click on "Student Information". Under Household Information, Parent/Guardians sections 1 and 2 make sure that the correct information in all fields are correct or present. If the area is missing or not correct. Click "No" this will allow you to change or update those sections. When School Dismissal Manager goes live you will receive an email with your log in information, and directions on how to set up and sign in. This is **mandatory** so it is very important you follow this step before 9/20/23.



## Example of PowerSchool Login Letter sent home on the first day of school

**Buckingham Elementary School**  
100 Buckingham Rd Berlin, MD 21811  
Phone: 410-632-5300

ATT: Weismiller, Annie R

September 12, 2023

To the Parent/Guardian of:

Welcome to the 2023-2024 School Year ! Worcester County Public Schools is excited to announce our new online Annual Update process this year. In order to reduce the amount of papers that must be filled out and returned for each student, we now have a number available online. This process should be much less time consuming for our parents as well as efficient as the forms will be directly submitted to school staff and the information immediately updated.  
In order to access these online forms, you will need a Parent Portal account.

**If you already have a Parent Portal account, you are ready to go. Your username and password is the same. The URL is <https://worcesterk12.powerschool.com> Use the "Having trouble logging in?" link if you cannot remember your information.** Simply log in and on the left, you will see a Forms icon. (In the mobile app, you may need to click on More to find the Forms link.) Once in Forms, you will see several forms marked as AU or Annual Update forms. Please complete and submit these for each child you have in school.

**Parents/guardians without a Parent Portal account must create a new one.**  
Use the following instructions to create your new parent/guardian account(s).

1. Open your Web browser to the PowerSchool Parent Portal URL at <https://worcesterk12.powerschool.com>  
The Log In page appears
2. Click Create Account.  
The Create Parent/Guardian Account page appears
3. Enter your first name
4. Enter your last name
5. Enter your email address
6. Enter your desired user name. It must be unique. If the name you choose already exists, you will be prompted to enter a different one after you press the enter button.
7. Enter your desired password - **it must be at least 8 characters long**
8. Re-enter your password
9. Enter your student's first and last name
10. Enter this Access ID:
11. Enter this Access Password:
12. Enter your relationship to the student
13. **If you have an Access ID and Password for another student, you may enter them on the next line.**
14. When all student information has been completed, press the enter button.
15. If successful, you will be directed to the login screen. If you receive an error message (forgot to fill in a field, your user name or email address are not unique, etc.), you must correct the error(s) **AND** re-enter the parent password(s) for all students listed. You may then press the enter button again. Continue correcting errors until you see the login screen after pressing the enter button.
16. If you desire more than one parent/guardian account for your student, please provide the Parent ID and Parent Password to anyone that you authorize to access your student's information (parents, guardians, relatives, siblings, etc.)
17. You may then click on the Forms icon and complete the Annual Update forms for each child.

Your email address or password can be changed by clicking on Account Settings.

**Please complete all forms by September 15th.** If you need assistance or have questions, please contact the school directly.

Thank you for joining us in this new process! We hope you and your family have a wonderful school year!!

Sincerely,

Karen Elligson