

How to UPDATE contact information in PowerSchool

Over time, our phone number and email addresses may change. When a change in any of this information occurs, it needs to be update in your students PowerSchool contact list. This also applies to any changes that might take place in emergency contact info. If you're not sure how to make any changes in your information, this sheet will help you through the process. If you aren't able to make the changes, contact your school office.

The first step is to log in to your parent portal. If you don't remember your log in credentials, you will need follow the "Forgot Username or Password" on the parent portal page or contact your school office.

The screenshot shows the PowerSchool SIS login interface. At the top is a dark blue header with the PowerSchool SIS logo. Below it is a section titled "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". The "Sign In" tab contains fields for "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". A "Sign In" button is located at the bottom right of the login section. Below the login section is a box titled "Click on your school's Daily Bulletins" containing a list of links: "Lebo Elementary", "Lebo High", "Waverly Elementary", and "Waverly High".

Once you are logged in, you will see your student page. If you have more than one student enrolled, you will see their name at the top of the page. You will only need to change the contact info for one student. Select the "Forms" from the left column under Navigation.

The screenshot shows the PowerSchool SIS "Grades and Attendance" page. The left sidebar contains a "Navigation" menu with various icons. The "Forms" icon, which is a document with a pencil, is circled in green. The main content area is titled "Grades and Attendance" and shows a table of student grades and attendance for the current week. The table has columns for "Exp", "Last Week", "This Week", "Course", "Q1", "Q2", "Q3", "Q4", "Absences", and "Tardies". The table lists various courses and their corresponding grades and attendance records.

The screenshot shows the PowerSchool SIS "Forms" page. The left sidebar contains a "Navigation" menu. The main content area is titled "Enroll Form Listing for Piper, Archie Dale". It lists various forms that are available for the student. The forms are listed in a table with columns for "Form Name", "Last Entry", and "Status". The forms listed are:

Form Name	Last Entry	Status
[USD 243] R1 Student Demographics	Last Entry: 08/01/2023 5:47:34 AM	Submitted
[USD 243] R2 Student Change of Address	Last Entry: 08/01/2023 5:47:30 AM	Submitted
[USD 243] G - Health Information	Last Entry: 08/01/2023 5:52:21 AM	Submitted
[USD 243] H - Health Authorizations	Last Entry: 08/01/2023 5:52:35 AM	Submitted
[USD 243] R3 Student Contacts	Last Entry: 08/01/2023 5:58:51 AM	Submitted
[USD 243] R4 Transportation Request Form	Last Entry: 08/01/2023 5:57:31 AM	Submitted

Once you see the forms listed, scroll down to [USD 243] R3 Student Contacts.

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PowerSchool
Power School SIS

Welcome, Doug Piper Help Sign Out

Abigail Archie Lottie Otis

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Student Reports
- Forms
- School Bulletin
- Class Registration
- Balance
- My Calendars
- Account Preferences

[USD 243] G - Health Information [USD 243] H - Health Authorizations [USD 243] R3 Student Contacts [USD 243] R4 Transportation Request Form [USD 243] R5 Residence Survey [USD 243] R6 Permissions/Agreements School Fees

There are 7 previous responses to this form.

[USD 243] R3 Student Contacts

Please check your email and phone number for correct information.

Primary Family Email Address *

tpiper@usd243ks.org

Guardian in the Military *

☐ Either parent or guardian is on active duty in the military

☐ Either parent or guardian is a traditional member of the Guard or Reserve

☐ Either parent or guardian is a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under Title 32

☒ None of the above

Does this student live in a single parent household *

☐ Yes

☒ No

Guardians and Emergency Contacts *

Please list all parents/legal guardians and at least three (3) emergency contacts apart from the parents/legal guardians [Add](#)

You can enter any changes on this page by scrolling down and selecting the



Guardians and Emergency Contacts *

Please list all parents/legal guardians and at least three (3) emergency contacts apart from the parents/legal guardians

[Add](#)

Ty Piper
Father

785-217-8582 (Home)
785-333-2561 (Daytime)
tpiper@usd243ks.org

☒ Lives with Student
☒ Custody
☒ School Pickup
☒ Emergency Contact
☒ Data Access

Emily Piper
Mother

785-218-4115 (Home)
785-218-4115 (Daytime)
Emchap24@gmail.com

☒ Lives with Student
☒ Custody
☒ School Pickup
☒ Emergency Contact
☒ Data Access

Doug Piper
Grandfather

785-229-8732 (Cell)
dpiper@usd243ks.org

☒ Lives with Student
☒ Custody
☒ School Pickup
☒ Emergency Contact
☒ Data Access

Diane Chapman
Grandmother

785-333-2561 (Work)

☒ Lives with Student
☒ Custody
☒ School Pickup
☒ Emergency Contact
☒ Data Access

You can add additional contacts by selecting the ADD button.