

Parent Portal Timeline for Implementation
CTE – Revised 9/20/11

<u>Action</u>	<u>Date</u>	<u>Person Responsible</u>
Letter to CTE Families about Parent Portal implementation	August 26, 2011	Carolyn Dickinson
Refresher of PowerTeacher Grade Book functions and expectations	August 2011	Will Bohmann
Sharing of Teacher Expectations for PowerTeacher Grade Book	August/ September 2011	Carolyn Dickinson
Selected pilot users from Student Support Services are provided with guest user login information	Week of September 5, 2011	IT Staff
List of Parent Portal default Usernames and Passwords generated by IT for distribution by CTE	Week of September 12, 2011	IT Staff
Email message created for CTE students for upload to student email	Week of September 12, 2011	Carolyn Dickinson
Instructions for local pilot users created and emailed to Carolyn Dickinson for distribution to CTE Teachers	September 14, 2011	Mike Meier

Revised 'Getting Started' instructions completed by Carolyn Dickinson	September 21, 2011	Carolyn Dickinson
Anecdotal information collected from CTE local pilot users.	September 21, 2011	Carolyn Dickinson
Training provided to families at CTE Open House	September 22, 2011	Will Bohmann, Carolyn Dickinson, CTE Designated Teacher
'Getting Started' printed, folded, and stuffed in envelopes	September 23, 2011	Kim Connelly,
Unique user code names and passwords printed on green labels	September 26, 2011	Mike Meier, Kim Connelly
Quarter 1 Progress Reporting Verification Period Ends	October 5, 2011	Joan Irwin
Parent Portal goes live	October 3, 2011	CCSU IT Staff
User code labels (green) are applied to Progress Reports and stuffed into envelopes that contain 'Getting Started' Guide	October 6-7, 2011	Kim Connelly, Joan Irwin
Login information emailed to CTE student users	October 3, 2011	Mike Meier/ IT

Confidentiality of Student Records:

CTE Administration has made the decision to send out default username and password information only to the primary parent/guardian of record in PowerSchool.

Additional inquiries/requests for login information will be verified through the CTE main office. The decision tree:

1. Is the requester the primary parent/ guardian of record in PowerSchool?
 - a. If yes, that information can be found in the “Access Accounts” menu in PowerSchool.
2. Is the requester a secondary or tertiary parent/ guardian of record in PowerSchool?
 - a. If yes, access granted. The user access information is located in “Access Accounts”.
3. Is the requester an adult of record in PowerSchool?
 - a. If yes, screen the request through the primary parent/guardian.
 - b. If no, screen the request through the primary parent/guardian. Additionally, inquire as to whether this adult should be added to the PowerSchool database as an adult of record for the student.