

Dear Parents,

We wanted to inform you about a change that will be happening regarding the announcement of student placements for the next school year. In the past, class lists have been posted in the front window of the school. We have learned recently that this is a violation of the Family Educational Rights and Privacy Act (FERPA) which is the law that protects students' private information. Because of this, we will no longer be able to post the class lists in the front window.

Starting in June 2020, we will be directing all students, parents, and families to the PowerSchool Parent Portal to find out information about class placements for the upcoming year. In order to access this information parents will need to create a Powerschool Parent Portal. Many of you have already done this. If you have an account on Powerschool, can log in to see your student's grades, etc you do not need to take any action.

If you have not created a parent portal, we need some action from you. There are a couple of options:

- 1) Fill out the attached form and email to Mrs. Robinson, our registrar at beckyr@provo.edu or fax to (801)-374-4912
- 2) Call the Wasatch main office Monday or Wednesday 10:00am-2:00pm and give the information over the phone.

Once this information has been received by the school, Mrs. Robinson will be able to complete your account.

Once you have logged into your account and are viewing your student's profile, you can view your student's teacher by selecting "course." You can also click the small, blue people icon to view all teachers if your student is in the dual language program.

Class placements will be loaded into Powerschool by June 13. Families will then be able to see who their student's teacher is for the next year. Any class placement change requests can be submitted by Friday, June 19th.

Provo City School District

Wasatch Parent Portal Request

In an effort to enhance communication with parents/guardians, Provo City School District is requesting ALL parents have a PowerSchool Parent Portal account. The Parent Portal allows parents/guardians to access all of their student(s) data at one time with a single login and password. Attendance, grades, detailed assignment descriptions, school bulletins, and even personal messages from the teacher will all be available.

Updating your student's demographics yearly can also be completed using the Parent Portal.

To help us create the Parent Portal account for you, the following basic information is needed:

Please Print:

First Name: _____ Last Name: _____

Relationship to Student: _____ Email: _____

Preferred User Name: _____

Phone Number: _____(XXX-XXX-XXXX)

Street: _____ City: _____ State: ____ Zip: _____

Guardian Signature: _____

Children: (Please include all children you have enrolled at Wasatch)

Student #:	First Name:	Last Name:	Grade:	Relationship:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The School will create your Parent Portal account for you and send an email to the address you provided above with instructions to login and view your student's information and update demographics each year. If you have students at other schools in the Provo City School District, please contact the Registrar or Counselor to have your student added to this account.

Thank You. Wasatch