



Mrs. Cassandra Orser
Principal

BEACON CITY SCHOOL DISTRICT Glenham Elementary School

20 Chase Drive
Fishkill, New York 12524
PHONE: (845) 838-6900 ext. 5001
FAX: (845) 838-6976

Dr. Matthew Landahl
Superintendent of Schools

Mrs. Ann Marie Quartironi, CPA
Deputy Superintendent

Dr. Sagrario Rudecindo-O'Neill
Assistant Superintendent
Curriculum & Instruction

Dr. Heather Chadwell-Dennis
Assistant Superintendent of PPS

December 16, 2022

Instructions for Completing the Returning Student Registration Form & Creating/Accessing a Parent Portal Account

Dear Glenham Families,

Each year, the Beacon City School District requires parents/guardians to update their information so our student information systems stay up to date. Having current phone numbers, email addresses, mailing addresses and emergency contacts allows for families to be kept up to date on student progress, school happenings, district announcements and emergencies within the Beacon Community.

To update and review contact information, parents/guardians **need to complete a Returning Student Registration Form** within the PowerSchool Parent Portal. If you have stopped receiving emails and phone calls from Glenham and/or the district, it is likely that your Returning Student Registration Form has expired and a new one for the 22-23 school year needs to be completed.

Our district relies heavily on PowerSchool Parent Portal at the secondary level as the live gradebook feature allows parents/guardians to view student grades and assignments 24/7 - using any computer or device with internet access. The Parent Portal also gives information to parents/guardians about student assignments, student progress, assignment descriptions (if available), teacher comments and attendance. At the elementary level, we will begin to lean on Parent Portal more so parents/guardians can have real time access to progress reports, report cards and class assignments digitally. Although there is not much information to monitor right now, **all elementary students should have a PowerSchool Parent Portal Account.**

Attached to this letter are instructions for the following:

- **Creating a BCSD Parent Portal account** - If you do not have a Parent Portal account, you will receive a separate letter with specific information regarding your student's account. Please contact Mrs. Maribel Virtuoso, Attendance Secretary (845) 838-6900 ext. 5004, if you did not receive this information.
- **Adding a student to your existing Parent Portal account**
(Note: that all of your students must be added individually to your Parent Portal account)
- **Completing the Returning Student Registration Form**

Thank you for your support.

Sincerely,

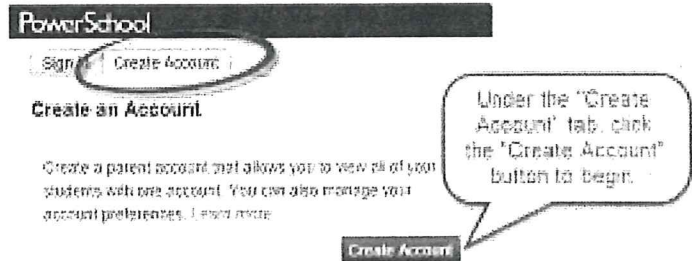
Cassandra Orser, Principal
Glenham Elementary School



Creating a BCSD PowerSchool Parent Portal Parent Account

(Note: if you've already created an account and need to add an additional child to your account or register student(s), see instructions below)

Parent Portal accounts must be created using the



Parent Portal website (and not via the PS Mobile app).

PowerSchool SIS

Create Parent Account

Parent Account Details

Parent Information

First Name
Last Name
Email
Re-enter Email
Desired Username
Password
Re-enter Password
Password hint (Up to 64 characters long)

Link Students to Account

Child/Children Information (found on letter from district)

From the attached Access Password document, enter the access codes for each student you want to add to your Parent Account:

1

Student Name
Access ID
Access Password
Relationship (Choose)

2

Student Name
Access ID
Access Password
Relationship (Choose)

The BCSD PowerSchool Parent Portal can be accessed from <https://www.beaconk12.org> under the **Families & Community** menu – **Online Resources – BCSD Parent Portal**.

The parent account creation screen (shown here) is where you will enter your information and add your child's secure access codes to make them accessible from your account.

Under the **Create Parent Account** area you will need to enter your name and email as well as choose a username and password to use log into the Parent Portal. It is important to note that the password must be a minimum of 6 characters long.

The **Link Students to Account** area is where you'll add your child's or multiple children's secure access codes. These codes will be found on the accompanying letter that you received from the district. Each letter will contain information from one child. If you have multiple letters you will be able to add them all here simultaneously.

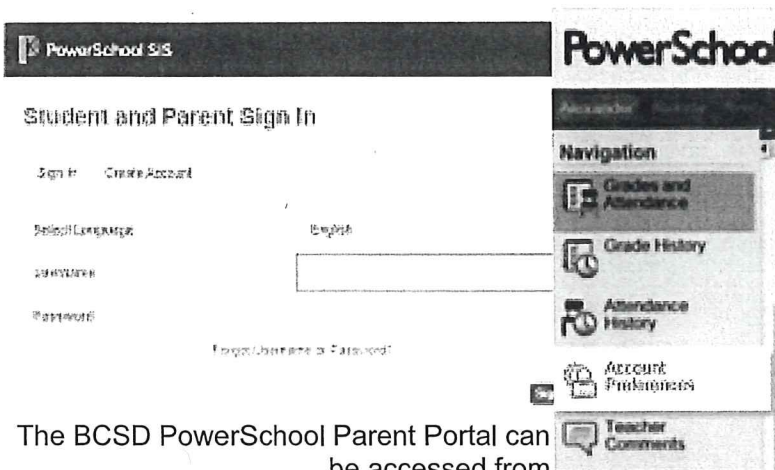
Note: The **Relationship** field represents your relation to the child being added, i.e.:
Mother, Father, etc...

Click the **Enter** button at the bottom of the form when you are finished entering your information to complete the account creation process. You can now log in using your chosen username and password.



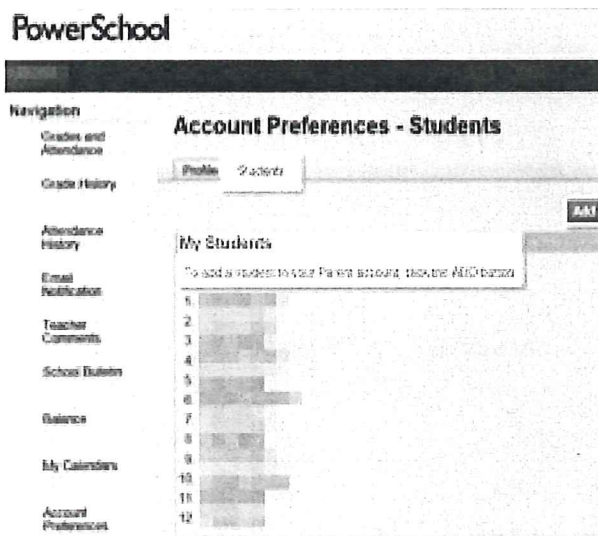
Adding a child to your existing Parent Portal Parent Account

(Note: If you have not created an account, see "Creating a BCSD PowerSchool Parent Portal Parent Account")



The BCSD PowerSchool Parent Portal can be accessed from

<https://www.beaconk12.org> under the **Families & Community** menu – **Online Resources – BCSD Parent Portal**. Sign in using your existing Username and Password. Select **Account Preferences** from the Navigation sidebar.

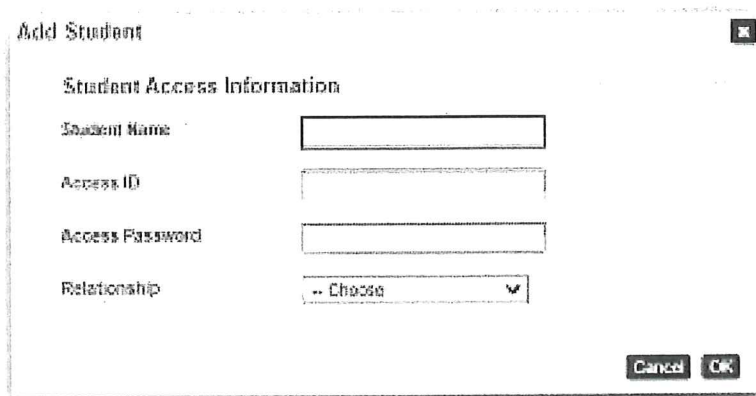


Select the **Students** tab from top of the page as shown here. You will see a list of any children that have been added previously.

To add another child, click the **Add** button in the upper right-hand corner as shown here.

The **Add Student** prompt is where you'll add your child's name and secure access codes. These codes will be found on the accompanying letter that you received from the district. Each letter will contain information from one child. If you have multiple letters you will be able to repeat this process to add additional children.

Note: The **Relationship** field represents your relation to the child being added, i.e.: Mother, Father, etc...



Click the **Submit** button at the bottom of the form when you are finished entering your information to complete the account creation process. Your child's information will now be accessible from within your existing PowerSchool Parent Portal account.

*****Once your Parent Portal account has been created, the PowerSchool Mobile app can be downloaded from iTunes (for iPhones) or Google Play Store (for Android). BCSD District Code = PWWH***



Completing Returning Student Registration form in Powerschool Parent Portal

The Returning Student Registration is open for the school year and is accessible by logging into the PowerSchool Parent Portal.

Returning Student Registration is used to verify and update contact information for each student.

It is important that this information is updated each year so that you can be kept up to date on your student(s) grades and attendance, as well as be notified of any events and/or emergencies within the Beacon Community.

The link for the PowerSchool Parent Portal can be found on the district website at <https://www.beaconk12.org/>, or directly at <https://powerschool.beaconk12.org/>.

- If you are new to the district or have not yet created a PowerSchool parent portal account, a letter will be sent home from your student's school which contains the information needed as well as the instructions to create an account.
- If you already have a PowerSchool Parent Portal account and wish to add another student, please contact the office of your student's school and they will provide the letter with the information for that student as well as the instructions on how to add a student to an existing account.
- If you have a PowerSchool Parent Portal account but do not remember the username or password, please click on the "Forgot Username or Password?" link on the login page and an email will be sent to the email address associated with the account.

Please be sure to check the SPAM folder if you do not see the email.



From within the PowerSchool Parent Portal, please click on the icon for the Returning Student Registration and complete the update for each student.

The Returning Student Registration must be completed by logging into the PowerSchool Parent Portal using a web browser, such as Chrome, Edge or Firefox, but there is also a PowerSchool Parent/Student app available for iPhone and Android.

If you have any questions or concerns, or if you are having difficulty accessing the PowerSchool Parent Portal, please email parentsupport@beaconk12.org.