



Your One-Stop Resource for School Communications

Tips for Parents and Guardians

Sign in or sign up for ParentSquare at parentsquare.com/signin using the phone or email address you provided during PowerSchool enrollment.

Maintain Current Contact Information

Contact information is maintained in PowerSchool. Be sure to complete PowerSchool enrollment to provide up-to-date contact information. For mid-year contact information changes, log in to your parent PowerSchool account and click “Update Contacts” in the left-side navigation menu. PowerSchool syncs with ParentSquare on a nightly basis.

Set Account Preferences

Click your name and “My Account” to adjust your settings, such as notification and language preferences. Note that notification preferences for “General Announcements & Messages” are separate from “Alerts” for delays and cancellations.

Communications

- **Posts** are used for whole school, class, or group communications. Posts are delivered according to your “General Announcements & Messages” notification settings via email, text or app notification.
- **Direct Messages** to communicate individually with teachers and school staff. Direct Messages are delivered according to your “General Announcements & Messages” notification settings via email, text or app notification. When sending a Direct Message, please be considerate of teacher/staff office hours.
- **Alerts** are used for delays/cancellations and important notices. All parents and guardians will receive an email and text (or call if the number is a landline) as long as Alerts are set to “On.” Note that there is no need for parents and guardians to join the “Delays and Cancellations Community Group” as this is intended for extended family and community members who do not have ParentSquare access.

Comment or Appreciate

Click “Comment” on a post to privately respond to the sender or click “Appreciate” to thank the sender for the post.

Participate

Join groups that interest you (you will be assigned to certain groups such as teams, classes, etc.), **sign-up** to volunteer, **RSVP** for events, book **appointments**, submit **forms** and **permission slips**, respond to **polls**, and more via ParentSquare. Your upcoming commitments will be stored in your ParentSquare account for easy future reference.

Use the School Directory

Find contacts for school staff and parents in the School Directory. To make your contact information “visible” or “hidden” in the school directory, toggle the setting behind your phone and email under “My Account.” Note that this can be done in the web browser but not the mobile app. Contacts are set to “visible” by default.

View and Subscribe to Calendars

Click on your school or group calendars to view upcoming school events. Click “subscribe” to sync with your personal device calendar.

Find Files and Links with Ease

Access helpful links and find files that have been shared with you as attachments (such as photos and documents) in previous messages.

Download the ParentSquare Mobile App (Optional)

Your ParentSquare account can be accessed via a web browser or the mobile app.

