

<school name>
<school street address>
<city, state zip>
Phone: <school phone>

>date>

To the parent(s) or guardian(s) of <student name>:

The administration and staff at <school name> are excited to announce that you and <student name> can now access <student name>'s academic progress and attendance from any device that has internet access. To gain access to this information you will need to follow the steps below. Note that you will only need to set up one parent/guardian account for multiple students, even if they are enrolled in different schools.

1. Open an internet browser on your personal device.
2. Type **<https://buncombe.powerschool.com/public/>** into the address bar of the browser and press "Enter".
3. Click "Create Account" and enter the following information:

Name - Your first and last name (case sensitive).

Email - Student notifications and correspondence related to your parent account will be sent to this email address.

Desired Username - Your identity used to access HOME BASE/PowerSchool. (You **MUST** remember your username. Make a note of it.)

Desired Password - Your password must be at least 7 characters long. (You **MUST** remember your password. Make a note of it.)

Student Access Information - Student's legal name, Parent/Guardian Access ID (see below), Parent/Guardian Access Password (see below), and your relationship to the student. Note that you will only need to set up one parent/guardian account for multiple students, even if they are enrolled in different schools.

Parent/Guardian Access ID is: **<access id>**

Parent/Guardian Access Password is: **<access password id>**

4. Review the information you submitted and click "Enter". (You **MUST** remember your username and password. Make a note of them.)

Once you access the HOME BASE/PowerSchool interface the Grades and Attendance tab will allow you to check assignments and scores by clicking on the grade parallel to the course name. To email any teacher a question or concern, click the teacher's name (blue link). The Grades History tab will show your child's grades from previous grading periods. The Teacher Comments tab will show teacher comments for your child and the School Bulletin tab has current announcements for our school. (Some features have not been activated)

5. Remember to log off when you are finished. Please keep your usernames and passwords confidential so only you can access your Parent/Guardian account. You and <student name> have separate usernames and passwords. <Student name>'s account will be set up at school in the near future.

If you have any questions regarding the use of HOME BASE/PowerSchool or need more detailed information about the features of HOME BASE/PowerSchool, please access the resources on the Buncombe County Schools web site under the "Parents" tab. Please keep in mind that not all features of the HOME BASE/PowerSchool site have been activated.