

# Instructions for Logging in to the Parent Portal

Go to [www.roslynschools.org](http://www.roslynschools.org)

Click on “Parents” in the lower right hand corner of the website

Click on Parent Portal Login

If you don't remember your username or password, click on the link “Forgot Username or Password?”

Enter your username and password into the login screen and click submit.

The best option is for a parent to update their information using the parent portal “Contact and Sibling Update” link (see the specific instructions attached).

The parent can fill in the data and we can update to the latest information.

We then import all the new information directly into Powerschool.



**ROSLYN**  
PUBLIC SCHOOLS

# PUBLIC SCHOOLS



For your safety, please  
keep at least 6 feet  
distance between  
you and others.

**EXTENDED SCHOOL YEAR  
SPECIAL EDUCATION  
PROGRAM**

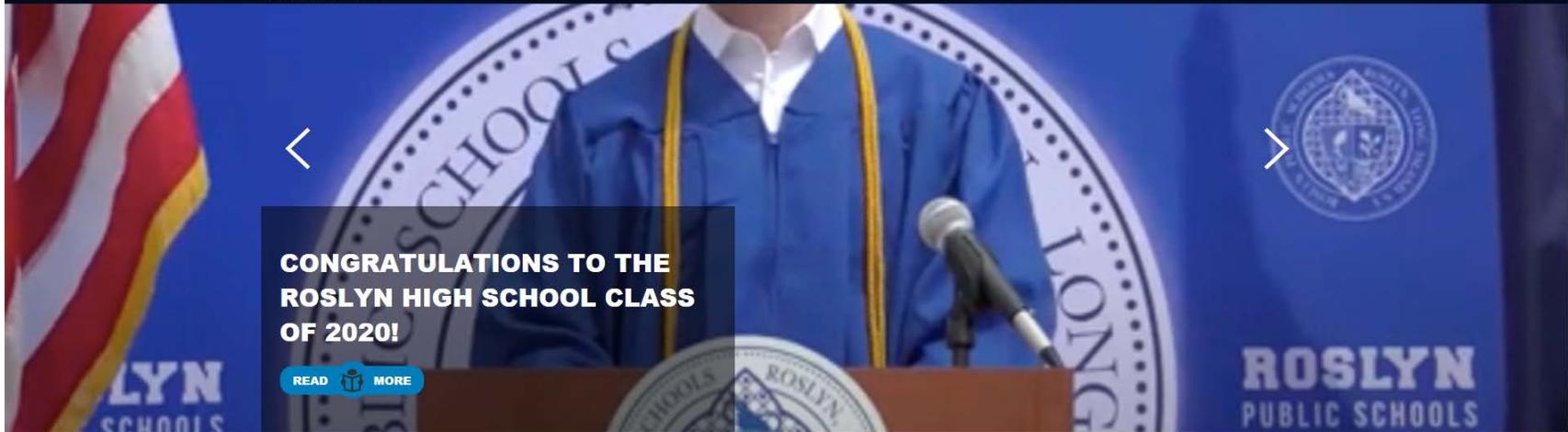


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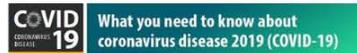
**CONGRATULATIONS TO THE  
ROSLYN HIGH SCHOOL CLASS  
OF 2020!**

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**ROSLYN WORKING REOPENING PLAN**



**Tracks and tennis courts are open for community use. Social distancing is enforced. All other facilities remain closed.**  
(The high school track will be closed from 6/26 to 7/3 for maintenance.)





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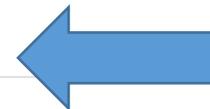
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### [ROSLYN WORKING REOPENING PLAN](#)



What you need to know about coronavirus disease 2019 (COVID-19)

tennis courts are open for community use. Social distancing is enforced. All other facilities remain closed.

(The high school track will be closed from 6/26 to 7/3 for maintenance.)

[Visit our web page with communications and links regarding the coronavirus outbreak.](#)



## Student and Parent Sign In

Sign In

Create Account

Username

Password

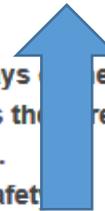
[Forgot Username or Password?](#)



Sign In

### For the Middle School and High School

Please note that there will not be any schedule changes for the first ten (10) days of the school. This will permit students with an opportunity to experience the classes that are scheduled so that they can make an educated decision related to any changes. Additionally, it will permit us time to review all changes in the context of our safety protocols.





PUBLIC SCHOOLS

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*Administrative Computer Services*

Dear Parents/Guardians:

In order to ensure the accuracy of the parent and emergency contact information we have in our records, we have added a new application in the [Parent Portal](#) which enables you to enter that information directly. We have found that much of the contact information we currently have in our system is incomplete, incorrect or out of date. In order to ensure that we can contact you in a timely manner when necessary, we ask that you take a moment to enter your contact information in the [Parent Portal](#). Please follow the instructions below. This is a one-time request; in future years, we will only ask for updates to the information you are providing now.

## INSTRUCTIONS

1. After you log in to the [Parent Portal](#) – on the LEFT Navigation menu, click on the “RETURNING STUDENT INFORMATION UPDATE” Link

The screenshot shows the PowerSchool Parent Portal interface. The left navigation menu is visible, with the 'Returning Student Information Update' link circled in red. A red arrow points from this link to the main content area. The main content area displays the 'Grades and Attendance' page for a student with ID 0651. The page includes two tables: 'Attendance By Class' and 'Attendance By Day'. Both tables show zero absences and tardies. A legend at the bottom explains the attendance codes used in the system.

**Attendance By Class**

| Exp               | Last Week |   |   |   |   | This Week |   |   |   |   | Course | Q1 | Y1 | Absences | Tardies |
|-------------------|-----------|---|---|---|---|-----------|---|---|---|---|--------|----|----|----------|---------|
|                   | M         | T | W | H | F | M         | T | W | H | F |        |    |    |          |         |
| Attendance Totals |           |   |   |   |   |           |   |   |   |   |        |    | 0  | 0        |         |

Show dropped classes also

**Attendance By Day**

| Last Week         |   |   |   |   | This Week |   |   |   |   | Absences |     | Tardies |     |
|-------------------|---|---|---|---|-----------|---|---|---|---|----------|-----|---------|-----|
| M                 | T | W | H | F | M         | T | W | H | F | 17-18    | YTD | 17-18   | YTD |
| Attendance Totals |   |   |   |   |           |   |   |   |   | 0        | 0   | 0       | 0   |

**Legend**

Attendance Codes: Blank=Present | A=Absent | AE=Absence Excused | L=Late | LE=Lateness Excused | SB=School Business | SP=Out of School Suspension | ISS=In-School Suspension | RO=Religious Observance | FT=Field Trip | HI=Home Instruction | ED=Early Dismissal | RTS=Return to School | CO=Court | RL=Royal | CO=Counseling Center

2. The first time you open the link, the system will ask you to verify the student connection. Enter your child's date of birth, using the mm/dd/yyyy format.

Registration

## Snapcode Authentication

In order to better protect your privacy, we ask that you provide some additional information to authenticate the snapcode.

Date of Birth for TestEllen  
*The date of birth must be in MM/DD/YYYY format*

Continue

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3. Once you have verified your connection to the student, you can start entering the Parent Contact and Emergency Contact information. Click “next” to continue.

The screenshot shows a web browser window with the URL <https://secure.infosnap.com/Family/actionForms/index>. The page is titled "Registration" and "Returning Student Information Update 2017-2018 (TestEllen)". The left sidebar contains a navigation menu with the following items: Introduction (selected), Forms, Student, Parent Contact Information, Emergency Contact Information, Medical, Agreements, Signature, and Review & Submit. The main content area is titled "Introduction" and "Online Returning Student Information Update". It includes a welcome message and three numbered instructions: 1. Click "Next" on this page, and enter the information requested by the online forms. Note: Required fields are marked with a red asterisk, and Roslyn Union Free School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation. 2. On the "Review" page, check your data before proceeding. 3. Click "Submit!". On the submission confirmation page you will have the opportunity to print out a copy of your online form to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation. Below the instructions is a section titled "Returning Student Information Update for Additional Students" with a note that a form must be submitted for each student in the family. At the bottom of the page, there are "Previous" and "Next" buttons, with "Next" being highlighted in green. The footer contains the text "© 2010 - 2017 PowerSchool, Lp. Version: 11/15/08".

**PLEASE NOTE:**

- Parent Contacts will always be contacted *before* we attempt to contact Emergency Contacts.
- For the initial start-up of this new application, we are starting with a blank slate for everyone to ensure that all the information in our system will be accurate and up to date.
- Starting next school year, the data will be pre-populated. In other words, you will just need to *update* information if necessary.