

**ParentConnection is the Williamson County Schools parent portal. Parents can create an account and log in to see their student's grades, attendance and other valuable information. What's more, inside ParentConnection they can set up "Triggers." Basically, they can set specified criteria - like the student's grade dipping below a certain level, when he/she misses class, etc... - and then receive automated notification when the criteria is met. Trigger notifications can be sent as a phone call, email or even a text message to your cell phone!**

### Applying for Access to a Student

If this is a brand new account, there will not be students associated with it yet. Your request for access to a student will be processed by a school administrative user.

1. Click the "Add a student to my account" link.
2. Complete all fields on the application page and verify it is accurate.
3. Click "Submit" located near the bottom of the screen.

4. Submit the written copy of **ParentConnection** participation agreement to your student's school. Allow up to one week for processing and approval of the written form for access to a student on **ParentConnection**.

5. The status of your request for students will be set to **Pending** until approved or denied. If your request was approved, you will be granted access to the student's records. Any time after submitting a request, parents can see the status of the application by clicking on **Manage Students**.

### Tools for Parents

For each tool, choose the student name in your approved student dropdown list.

1. **Assignments:** All past, current, and future assignments are available for viewing. Teachers may also have attached documents to support individual assignments.
2. **Grades:** Student's courses, teacher names, and average grade are visible. To view details about an average grade, click the grade that is highlighted in bright blue.
3. **Attendance:** Attendance records are visible.
4. **Triggers:** Triggers allow you to receive notification if your students' grades dip below a certain threshold, rise above a certain threshold, or if your students are marked absent or tardy.
5. **Manage Students:** Parents can request additional students be added to their account and manage their accounts.
6. **My Settings:** Parents can reset their own password.

### Creating a ParentConnection Account

1. In your browser's Location or Address field, type <http://parentconnection.wcs.edu> and press Enter or Return.
2. On the **ParentConnection** web site, click the "Click here to sign up" link.
3. On the **Parent Account Signup** page, fill in all of the required fields. Please note that before creating an account, all users must agree to any terms of usage (displayed in the user agreement) specified.

Password Requirements:

- 6 or more characters
  - A mixture of capital and lowercase letters
  - A mixture of letters and numbers
4. You will receive an email verification code. Enter the verification code. You will be taken to the parent interface.

## ParentConnection

*Be sure to turn off the pop up blocker in your internet browser.*

### Logging on to a ParentConnection Account

1. In your browser's Location or Address field, type <http://parentconnection.wcs.edu> and press Enter or Return.
2. Enter the Username and Password for the account you created then click Log On. On return visits, if you cannot remember your password, click "**Forgot Your Password**" and it will be emailed to you. If you cannot remember your user name, ask your school's **ParentConnection** school administrator to assist you.

### Exiting ParentConnection

- 1 When you finish using **ParentConnection**, click "**Log Out**" on the left side of the screen.
- 2 For added security, we recommend you also close your browser.