

## *ParentConnection*

ParentConnection is the Williamson County Schools parent portal to see their student's grades, attendance and other valuable information. After you have returned your blue Agreement Form to Trinity, you are ready to register your account.

Below are the steps needed:

### Creating a ParentConnection Account

1. Go to <http://parentconnection.wcs.edu>
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. Create a login name and password. You will use this each time you log in to see your child's progress.

### 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. Be sure to turn off the pop up blocker in your internet browser. (On return visits, if you cannot remember your password, click "Forgot Your Password" and it will be emailed to you.)

### Applying for Access to a Student

You will need to select your child/children to attach to your account. Below are the steps to do this:

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. You should have already returned to Trinity the blue sheet that came home in your child's report card. This is the participation agreement that is necessary for your approval to use ParentConnection. You will receive an email at the primary email address when your account has been approved.
5. When your request is approved, you will be granted access to your child/ren's records.

### Tools for Parents

Below are the categories that you will have access to in your child's account. These links are on your first page after you log into your account.

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.