

Information for parents about calls and alerts and Quarter 3 report cards

Parent Portal Passwords:

If you do not know your portal/app password, please do the following:

1. Locate the Parent Portal link on our division website at <https://www.acpsweb.net> – you cannot reset your password from the app
 2. Select Forgot Username or Password? and proceed to reset your password
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Calls and alerts:

If you are a parent/custodial guardian of an ACPS student and are not receiving all calls, please login using the Parent Portal link on our division website (<https://www.acpsweb.net>) and perform the following steps:

1. Select your student's name in the tab at the top
2. Select the Year-Round Update option in the lower left hand side of the screen
3. Wait as the information from PowerSchool populates on your screen
4. Edit contact phone numbers as necessary
 - a. If all numbers are correct, click Cancel at the bottom of the screen
5. Select Submit on the last page to submit your changes
6. Please complete steps 1-5 for every child in your portal if you have more than one child enrolled at ACPS

We will be regularly monitoring your submissions to update PowerSchool.

If you wish to receive the app alerts on your mobile device:

1. Please search for Appomattox County PS in your app store
 2. Install the free app
 3. Subscribe to the division and your child(ren)'s school to receive those alerts
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Report Cards:

With a large majority of our families having parent portal accounts, we've chosen to utilize this method for Quarter 3 grades. Once grades have been finalized on Thursday, March 19, you will receive an all call to let you know the final grades are available in your portal and on the app.

Once you are logged in, either the parent portal website or the app – do the following:

1. In either, please make sure that Q3 is your focus
2. Select the subject (in the portal, select the final grade in the Q3 column / in the app, select the subject)
3. This displays the final grade, teacher comment (if any), and assignments for the quarter
 - a. Our grades PK-1 students – only have standards, please select the standards tab to see those
 - b. Our grades 2-5 students – have both grades and standards, please select the standards tab to see those
 - c. Our grades 6-12 students – have grades only (not standards)
4. Please review grades and comments for each subject, and child, in your portal or app
5. In the portal, you can review all comments at once by selecting the Teacher Comments option on the left
 - a. Please make sure Q3 is your Reporting Term selection as Q4 will not have comments yet