



SPARLING SCHOOL

www.brsd.ab.ca/sparling

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Principal: Andrea Gutmann

Vice-Principal: Jonathan Skinner

Dear BRSD Families,

We are pleased to announce the opening of the PowerSchool Parent Portal.

Through the PowerSchool Parent Portal, Parents/Guardian's will have access to their child's attendance and gradebooks. Videos to help you log in for the first time, how to navigate the portal and the app can be found on your school's website

Parent Portal accounts have been created for the primary contact(s) for each student. Once students have been added to a Parent Portal account, an email will be sent to the email address we have on file for the main contact for each student.

If you share a family email with your spouse/partner only one account will have been created for the primary contact. There can only be one account per email address. You can request an additional account from the school or share the account you have been provided.

We are not assigning passwords for these new accounts so you will need to visit <https://brsd.powerschool.com/public/home.html> and click on "**Forgot Username or Password**" and follow the prompt to reset your password. Your username will be your **Firstname.Lastname** (Jane.Brown using Capitals) and an email will go through to the email address you have provided to us previously.

Once you reset your password from the email sent by PowerSchool, you will see your students on the one account. *Example: Jane Brown has 2 children both at ABC Elementary. She receives an email indicating two new students have been added to her account. She follows the instructions and goes to BRSD Parent Portal and clicks on "Forgot Username or Password". She follows the prompts and waits for an email to reset her password. Jane Brown then signs in and sees her 2 children listed in her newly created Parent Portal Account.*

If you need assistance logging in for the first time or would like additional accounts created please contact your school.

Yours in Education

Andrea Gutmann