



Washington Community School District
PowerSchool Student Information System and Total Access Lunch
Parent Introduction

The Washington Community School District is offering parents/guardians secure access to its web based student information system, **PowerSchool**. This online system will allow you to easily access electronic information to monitor your child's progress and achievements. This system is not intended to replace our current methods of communication such as email, telephone calls, and conferences.

Using **PowerSchool** will allow you to check on Grades, Assignments, Attendance, and Register your students. You can also schedule Email Notifications so that reports will be emailed to you automatically. Please note that the data in **PowerSchool** is live and subject to change.

Total Access Lunch is our online system to track lunch balances and transaction history. This system allows you to view the family's current account balance, purchase history, and all of the students linked to the family account.

Getting Started with PowerSchool – PowerSchool can be accessed under the Students/Parents link on the school district's website www.washington.k12.ia.us Enter your email address in the username box, and your password in the password box. If you are unsure of your password, use the Forgot Username or Password link to reset your password via email. If this is unsuccessful we may not have your current email address on file. Please contact a school secretary and they can assist you.

PowerSchool is organized with a button bar down the left side of the screen. You can click on the Powerschool logo in the upper left corner on any page to bring you back to the Dashboard. Each student name should be listed in the blue bar at the top. Click on the student name to see information for that student.

Grades and Attendance – This will show you a quick view of the current student grades and attendance info.

Email Notification – Use this page to set up recurring email reports.

School Bulletin – This page will show announcements from the school.

Class Registration – Use this to request classes for next year or view current requests.

Returning Student Registration – Use this link to access Powerschool Enrollment to register your students.

Update Contacts – You can use this link update contact information (after registration has been completed)

More Information about PowerSchool!

Student Use - All students in grades 6 through 12 will be able to log into **PowerSchool**. Each student has their own account and password separate from their parent's account.

Questions – Questions such as grading or attendance should be directed to the school that your child attends.

For Account Issues - contact a school secretary and they can assist you.

Washington High School (319) 653-2143

Lincoln Upper Elementary School (319) 653-3691

Washington Middle School (319) 653-5414

Stewart Elementary School (319) 653-3244

Getting Started with Total Access Lunch – Total Access Lunch can be accessed under the Students/Parents link on the school district’s website www.washington.k12.ia.us or by going directly to washington.totalk12.com

- 1.) Login to Total Access using the login information provided to you.
- 2.) Each family account will have one username and password that will access all students in the family.
- 3.) The username and password is not the same as those used for PowerSchool. Passwords can be changed for the Total Access Lunch.
- 4.) To logout, click on the Logout button at the top of the screen. To be sure that your pages are not still viewable after you logout, exit your Internet browser.

Total Access Lunch is organized with a menu bar across the top of the screen. You can click on the Home Page button on the left side of the menu on any page to bring you back to the start page. On the start page you can set your own low balance warning level so that you can receive email alerts at a higher amount than the district setting. Please be sure your email address is correct.

Your Reports – This menu contains the following items:

Full Account History – This will list a full transaction history for the family account. You can choose what date range to display.

Account Deposit History – This will list all deposits made to the family account.

Purchases for Students – This will list purchases by student, and let you choose the date range to display.

Settings for Students – You can view the current account settings for each student.

More Information about Total Access Lunch!

Account Questions – Questions regarding your child’s lunch account should be directed to the school that they attend.

Passwords - If you forget your password, contact a school secretary and they can assist you.

Washington High School (319) 653-2143

Lincoln Upper Elementary School (319) 653-3691

Washington Middle School(319) 653-5414

Stewart Elementary School (319) 653-3244

Technical Support - Please do not contact teachers for technical support, passwords or login. If there are technical problems when you are trying to load pages, close your browser and try again. There are times when we conduct maintenance on the server or network. If you cannot access the system, please try at a later time. Thank you for being patient when these instances occur. If you need technical help with PowerSchool, email tbell@washington.k12.ia.us. If you cannot email, you may call the district central office at (319) 653-6543 and ask for PowerSchool Parent Support. Please leave your name, username, and a daytime number where you may be reached.

PowerSchool Parent Login:

Username:

Password

Total Access Lunch Family Login:

Username:

Password