

## Hello Everyone,

Parents please take a few minutes to confirm your child's address, parent contact info, emergency contact info (contacted if parents cannot be reached), and medical concerns through your **PowerSchool Parent Portal Account**.

In the event of an emergency, it ensures we have the most accurate contact and medical information for your child.

▶ If you do not have a PowerSchool Parent Portal Account, please see the link below. You will need your child's Access ID & Access Password to set up your account. Please email Cathy McCullough ([cathy.mccullough@rdpsd.ab.ca](mailto:cathy.mccullough@rdpsd.ab.ca)) for your child's access ID & password. Cathy Mccullough can also set up the account for you, if you'd like – just let her know.

▶ Having a PowerSchool Parent Portal Account gives you access to:



Kindergarten - Gr. 5: attendance, bussing information (yellow bus stop location, pick-up and drop-off times), updating your child's school information, and the option to pay school fees online.



Gr. 6-12: attendance, grades, missing assignments, report cards, bussing information (yellow bus stop location, pick-up and drop-off times), updating your child's school information and the option to pay school fees online.

## RSVP - Red Deer Student Verification Process

The following documentation is to go over the basic steps of verifying/changing your child's demographic information using the Red Deer Student Verification Process (RSVP). In order to access this area, you MUST log in to the Red Deer Public Schools PowerSchool Parent Portal. This application will not be available through the child account. The address is <https://powerschool.rdpsd.ab.ca>. IF you have created an account, log in as normal. If not, you will need to click on the Create Account tab and follow the instructions to create your account.

[Creating a PowerSchool Parent Portal Account \(PDF\)](#)

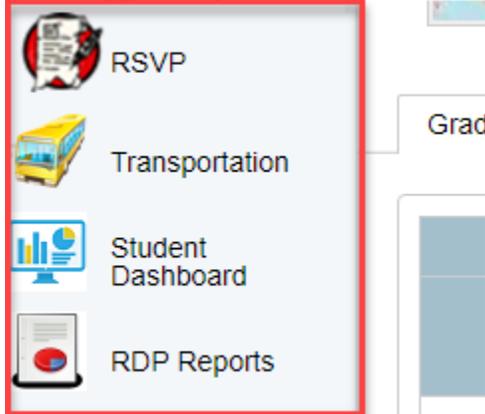
<http://wms.rdpsd.ab.ca/documents/general/PowerSchoolParentPortal%20update%201.pdf>

[Creating a PowerSchool Parent Portal Account \(YouTube\)](#)

<https://www.youtube.com/watch?v=WzZRhyc3mQM&feature=youtu.be>

**PLEASE NOTE ONCE YOU HAVE CREATED YOUR PARENT ACCOUNT, PLEASE CLICK RSVP!**

Once logged in, you will be able to see



- **RSVP** - Red Deer Student Verification Process
- **Transportation** - Displays information in our BusPlanner system. If the student is on a bus, this will show you the stop or transit information.
- **Student Dashboard** - Displays attendance percentage, the student timetable as well as any unique information about your child (Medical, FOIP, ...)
- **RDP Reports** - Displays where you can find your child's Report Card.

IF you have any demographic changes, please use the following process to help the school update their information.

As a parent, you will go through and approve each page of information - you will be updating any information that is incorrect, or has changed since last school year. For Address, you can enter your address in that line, and it will populate the fields below based on Google info. Please note: Google addressing is not 100% accurate, so please review carefully (Especially when it comes to Postal Code). Feel free to overwrite the individual fields if you need, however using the "Enter Address" area will fill out the fields in the correct format.

Student Info ✓ Address Parent Guardian Emergency Contact Medical General Summary

### RSVP - Address

Mailing Address -

Enter Address ->

Street, Apt/Suite

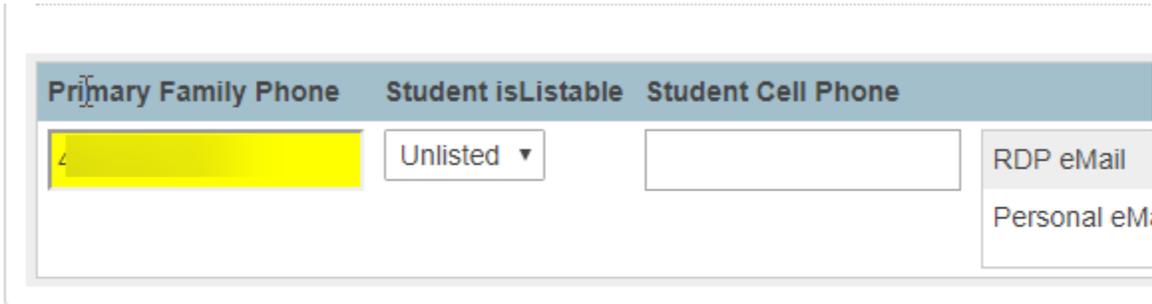
City/Province/Postal Code

Physical Address is different than Mailing

Approve Address Info

At the bottom of each page you will click on the **Approve XXX Info**, which will approve that page after you have verified/changed the information.

If you see fields that are highlighted in **yellow**, that means there is a difference between PowerSchool and your verification info. By mousing over that field, you will be able to see what the PowerSchool value is

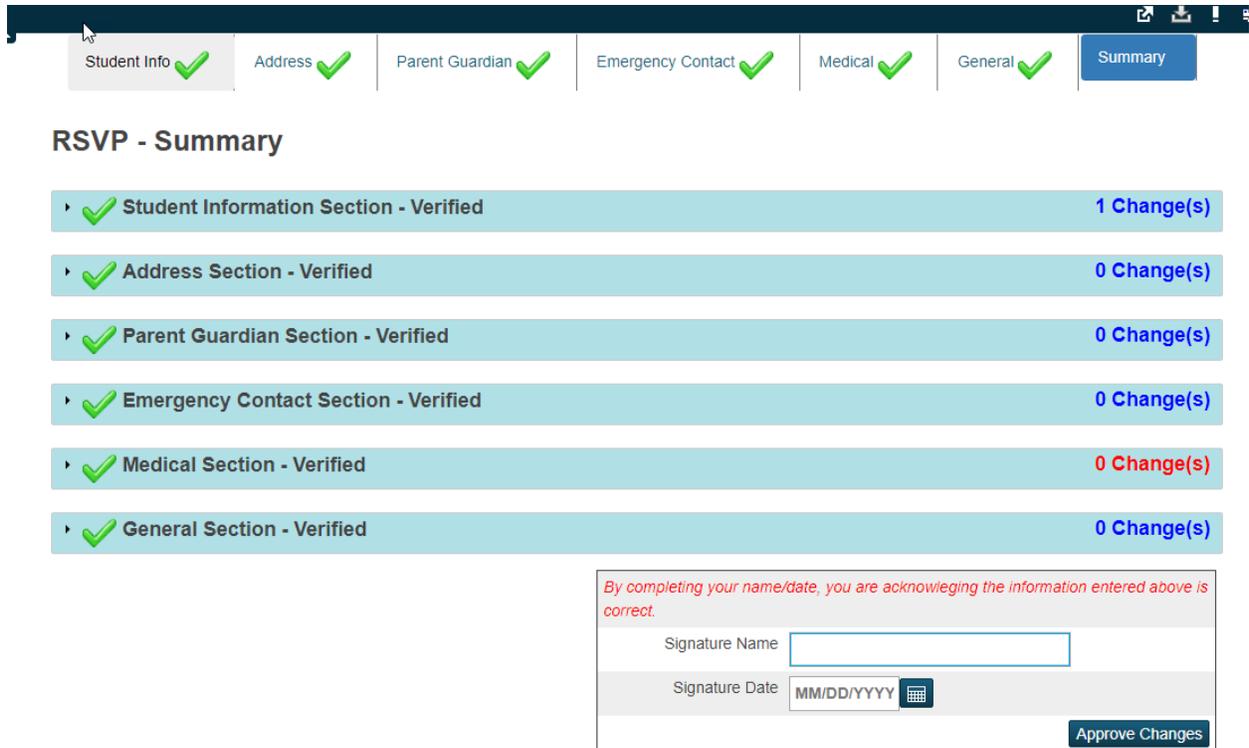


The screenshot shows a form with three main sections: "Primary Family Phone", "Student isListable", and "Student Cell Phone". The "Primary Family Phone" field is highlighted in yellow. The "Student isListable" field is a dropdown menu currently set to "Unlisted". The "Student Cell Phone" field is an empty text box. To the right of these fields are two more fields: "RDP eMail" and "Personal eMail".



IF you see the following icon, clicking this icon will give you additional information about this area/field.

When you have completed the verification process, you will view a summary page:



The screenshot shows the "RSVP - Summary" page. At the top, there is a navigation bar with tabs for "Student Info", "Address", "Parent Guardian", "Emergency Contact", "Medical", "General", and "Summary". Each tab has a green checkmark icon. Below the navigation bar, the "RSVP - Summary" section is displayed. It contains a list of sections with their verification status and the number of changes:

- Student Information Section - Verified (1 Change(s))
- Address Section - Verified (0 Change(s))
- Parent Guardian Section - Verified (0 Change(s))
- Emergency Contact Section - Verified (0 Change(s))
- Medical Section - Verified (0 Change(s))
- General Section - Verified (0 Change(s))

At the bottom of the page, there is a signature area with the following text: "By completing your name/date, you are acknowledging the information entered above is correct." Below this text are two input fields: "Signature Name" and "Signature Date". The "Signature Date" field has a calendar icon next to it. At the bottom right of the signature area is an "Approve Changes" button.

It will show you the amount of changes within each section. You may review by clicking on the header of each section. It will expand and show you the information (Your entry plus what is in PowerSchool (if different)). To finalize this report, please type your name, and put the current date in order to approve the page. Once you have a checkmark on all pages, you have completed the verification process.

When the check marks disappear, that means that the school staff has processed your information and the process has completed. Any new changes after this point would require going through the verification process again.

Thank you,  
Cathy