

# PARENT PORTAL CONTACTS

Please confirm that parent/guardian contact information is accurate and up-to-date in PowerSchool's Parent Portal.

Log into the Powerschool Parent Portal: <https://needham.powerschool.com/public/home.html>

1. Click on “**Forms**” in the left-hand margin.



2. Under the “**All Forms**” tab, click on Student Information

## 1 - Student Information

3. Scroll down to the “**Enter Contacts**” section.

a. Review contacts and update information. (click on the blue pencil to edit/update the contact)

A screenshot of a contact form for a user named "Mom Noname" (Mother). The form displays contact information: "123 Main St Needham, Massachusetts, United States 02494", "781-111-1112 (Mobile)", and "mom\_noname@gmail.com". There are edit and delete icons. Below the contact info, there are several status indicators: "Lives with Student" (checked), "Custody" (checked), "School Pickup" (unchecked), "Emergency Contact" (checked), and "Data Access" (checked).

b. **IMPORTANT:** If you would like the contact to receive all school email communications, please select the option “Receives Mail”

### Permissions

Lives with Student \*

Yes  No

Emergency Contact \*

Yes  No

Has Custody \*

Yes  No

School Pick Up \*

Yes  No

Receives Mail \*

Yes  No

4. New contacts may be added by clicking on the “ADD” button located under the “Enter Contacts” section. **IMPORTANT:** Please make certain that if the contact wants to receive all email communications, to select the option “Receives Mail.”

**Enter Contacts**

Please provide a minimum  
emergency contact box

[Add](#)

**Please note:** If you have not created a Parent Portal account, you will need to contact your school secretary for login information.