

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", identified as the "Mother". The form has a light blue header with the name and role. Below the header, the contact information is listed: "123 Main St Needham, Massachusetts, United States 02494", "781-111-1112 (Mobile)", and "mom_noname@gmail.com". To the right of the email is a blue pencil icon for editing and a blue 'X' icon for deleting. Below the contact information, there are five status items, each with a green checkmark: "Lives with Student", "Custody", "School Pickup", "Emergency Contact", and "Data Access".

- 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.