



## SOA/CCSD Power School Policy

Dear SOA Parent,

SOA will gladly grant you access to a parent/guardian account for PowerSchool – Parent Portal. This portal allows you to access up-to date information on your child's grades and attendance. You will be able to simply click on your child's grade in a class and see the complete list of assignments and grades. You will also be able to e-mail your child's teachers by simply clicking on their name within the grade book.

*In order to access the Parent Portal, you will need access to a computer with internet access and a working personal e-mail account. Access can be granted by e-mailing the following information to:*

[soaparentportalhelp@charleston.k12.sc.us](mailto:soaparentportalhelp@charleston.k12.sc.us)

***The email should contain the following information:***

***Your child's or your children's full legal names – as they appear on their birth certificates***

***Your Child's Grade***

***Your Full Legal Name***

***Your relationship to the child (Mother, Father, Step-Father, Legal Guardian, etc.)***

If you already have a Parent Portal guardian account for a student at another school, please provide that information and make certain to use the same email account for both schools. Your existing account can access multiple students. Once we are able to verify your information as soon as reasonable possible we will e-mail you back:

*Your personal Powerchool - Parent Portal username and password and the  
Link to the Parent Portal Website (which is <https://powerschool.charleston.k12.sc.us/public/> )*

You will be required to log in one time through this site to personalize and changed your password. After your password has been changed then you will be able download the app to your phone and sign in. The district code for the app is **LGLC**.

Please note that it is district policy that we receive an email and please do not call for access. We are unable to grant access by phone or in person for PowerSchool.

We hope that this information will help keep you informed of your child's progress and improve parent-teacher communication. Please contact us at [soaparentportalhelp@charleston.k12.sc.us](mailto:soaparentportalhelp@charleston.k12.sc.us) if you have any questions or concerns.

Thank you.

The SOA Media Center Staff

[soaparentportalhelp@charleston.k12.sc.us](mailto:soaparentportalhelp@charleston.k12.sc.us)