



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

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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.

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**Getting Started with PowerSchool** – PowerSchool can be accessed under the Students/Parents link on the school district's website [www.washington.k12.ia.us](http://www.washington.k12.ia.us) or by going directly to [ps-washington.gwaea.org](http://ps-washington.gwaea.org)

**PowerSchool** is organized with a button bar across the top of the screen. You can click on the PowerSchool logo in the upper left corner on any page to bring you back to the start page. Any item that is highlighted as a link (in blue) can be clicked on to get more detailed information. You can click on the teachers name to email them using your email program.

**Grades and Attendance** – This will show you a quick view of current attendance and grades for the current term.

**Grades History** – Use this page to view term and trimester grades for the current term.

**Attendance History** – Use this page to view the attendance record for the current term.

**Email Notification** – Use this page to specify your automatic notification preferences.

**Teacher Comments** – Use this page to view any comments that teachers have entered.

**School Bulletin** – We are not currently using this feature. Announcements can be viewed on the school websites.

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

**My Schedule** – Shows what classes a student is enrolled in for the current term.

**School Information** – Shows school address & phone numbers

**Account Preferences** – Change the name, e-mail address, username or password associated with your Parent account

**Document Vault** – We are not currently using this feature.

**Schedule** – Shows what courses the student is enrolled in for the year.

**Graduation Progress** – Shows the progress a student has made towards the graduation requirement.

**E-registration** – Use this page to register students for school.

**PaySchools.** – Pay registration and lunch fees through [payschools.com](http://payschools.com)

**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.

**Account Questions** – Questions regarding your PowerSchool login names or passwords should be directed to the school that your oldest child attends. Other questions such as grading or attendance should be directed to the school that your child attends.

**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

**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](http://www.washington.k12.ia.us) or by going directly to [lunch.washington.k12.ia.us](http://lunch.washington.k12.ia.us)

- 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.

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**Technical Support** - Please do not contact teachers for technical support, passwords or login. If demographic information needs corrected, please call the office of the oldest student’s school and speak with the secretary. 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 [pssupport@washington.k12.ia.us](mailto:pssupport@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