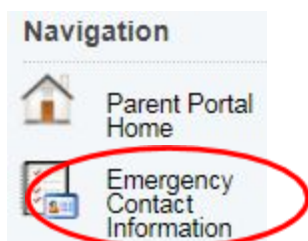


How to Verify Parent/Guardian Email Addresses on the PowerSchool Parent Portal

1) Log onto the PowerSchool Parent Portal. You may access the Parent Portal at <https://powerschool.abschools.org>.

2) Select the Emergency Contact Information screen:



3) Verify that the email addresses in the circled areas below are correct, and are only for parents/guardians with joint legal, physical, and/or shared custody. You may list one, two, or three parent/guardian contact email addresses. Documents and correspondence from the school will be sent to all email addresses listed below.

A screenshot of the 'Emergency Contact Information' form. It has three sections for 'Parent / Guardian #1', 'Parent / Guardian #2', and 'Parent / Guardian #3'. Each section contains fields for 'First', 'Last', 'Relationship' (a dropdown menu), 'Home Address (Copy)', 'Employer Name', 'Employer Town', and 'Email Address'. The 'Email Address' field in each section is circled in red. There is also a small text link '(Send an email to the school)' next to each email field.

4) Please repeat this verification for **each of your students**.

Thank you! If you need assistance, please contact the front office of your student's school.