



THE AMERICAN SCHOOL OF SÃO PAULO

**Guide to Student Logistics  
Parents/Guardians**

# Student Logistics

A new PowerSchool tool

Parents/guardians are to use **Student Logistics** to inform the school if their child(ren) will not be attending.

Student Logistics will offer four requests variations:

- Transportation:      i) Transportation from school;      ii) Transportation to school.
- Absence:              iii) Single day absence;              iv) Multi-day absence.

**1) Transportation:** for those occasions involving changes regarding transportation (to school or from school). Parent/guardians must inform the transportation method and date.

**2) Absence:** for those occasions when a student will not be attending, either once or for multiple days. Parent/guardians must inform the reason (e.g. doctor, travel...), date(s), and/or if their child(ren) will be absent, arriving late or leaving early.

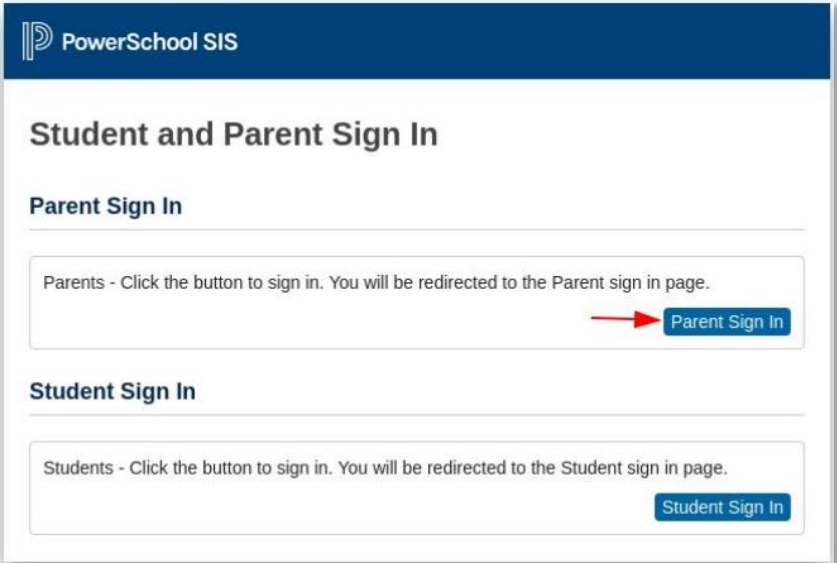
When a parent/guardian creates a request it will be available for the divisional secretaries and transportation team to approve and update the system.

# How to create a request in the PowerSchool Student Logistics

# Student Logistics – Parent/Guardian Requests Tutorial

## STEP 1.

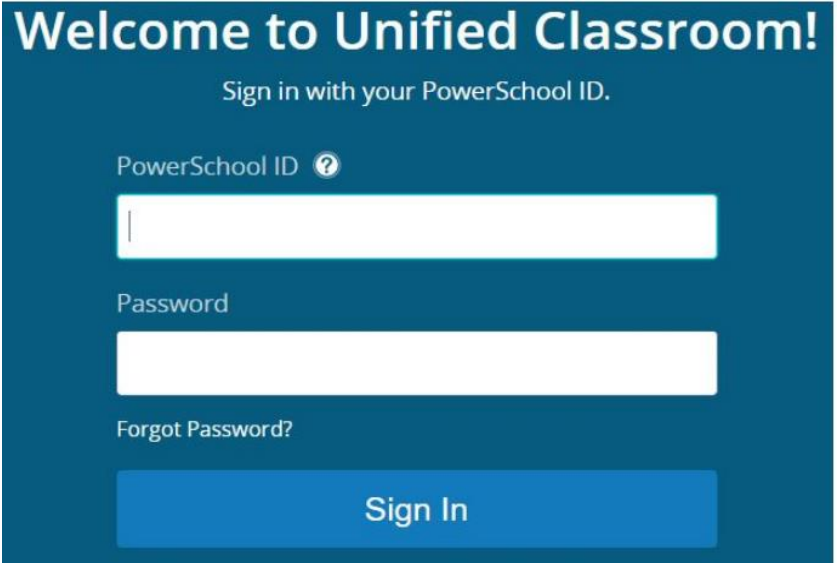
Navigate to **https://graded.powerschool.com** and choose **"Parent Sign In"**.



The screenshot shows the PowerSchool SIS login page. At the top is a dark blue header with the PowerSchool SIS logo. Below the header, the page is titled "Student and Parent Sign In". There are two main sections: "Parent Sign In" and "Student Sign In". The "Parent Sign In" section contains a text box with the instruction "Parents - Click the button to sign in. You will be redirected to the Parent sign in page." and a blue button labeled "Parent Sign In" with a red arrow pointing to it. The "Student Sign In" section contains a text box with the instruction "Students - Click the button to sign in. You will be redirected to the Student sign in page." and a blue button labeled "Student Sign In".

## STEP 2.

Login using your Parent Credentials. If you forgot password, click on Forgot Password? A reset Email will be sent to your inbox.

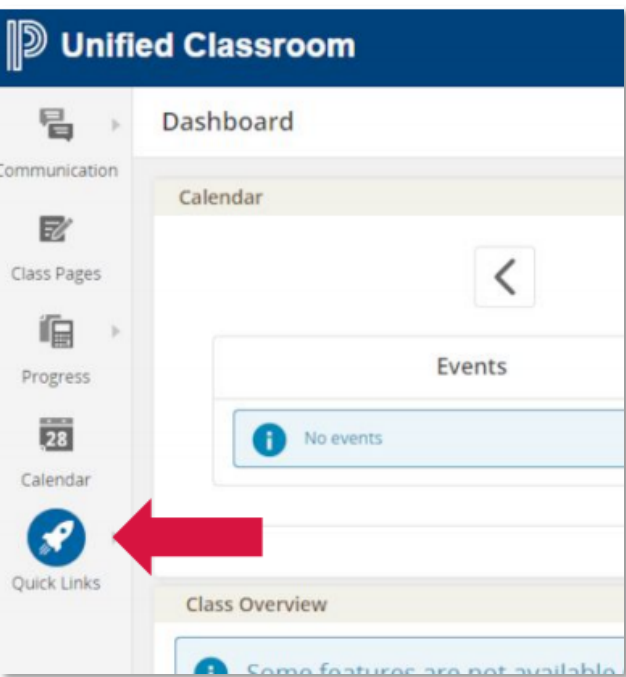


The screenshot shows the Unified Classroom login page. It has a dark blue background. At the top, it says "Welcome to Unified Classroom!". Below that, it says "Sign in with your PowerSchool ID.". There are two input fields: "PowerSchool ID" with a question mark icon and "Password". Below the password field is a link that says "Forgot Password?". At the bottom is a large blue button labeled "Sign In".

# Student Logistics – Parent/Guardian Requests Tutorial

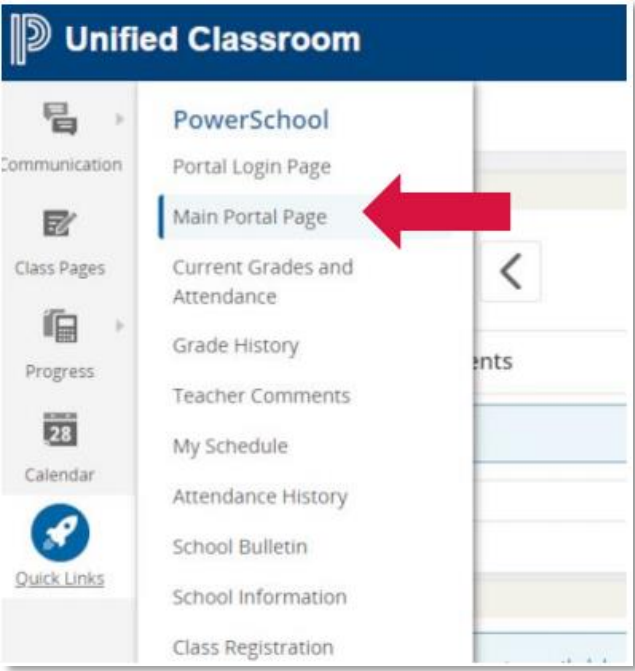
## STEP 3.

On the left menu, go to **Quick Links**.

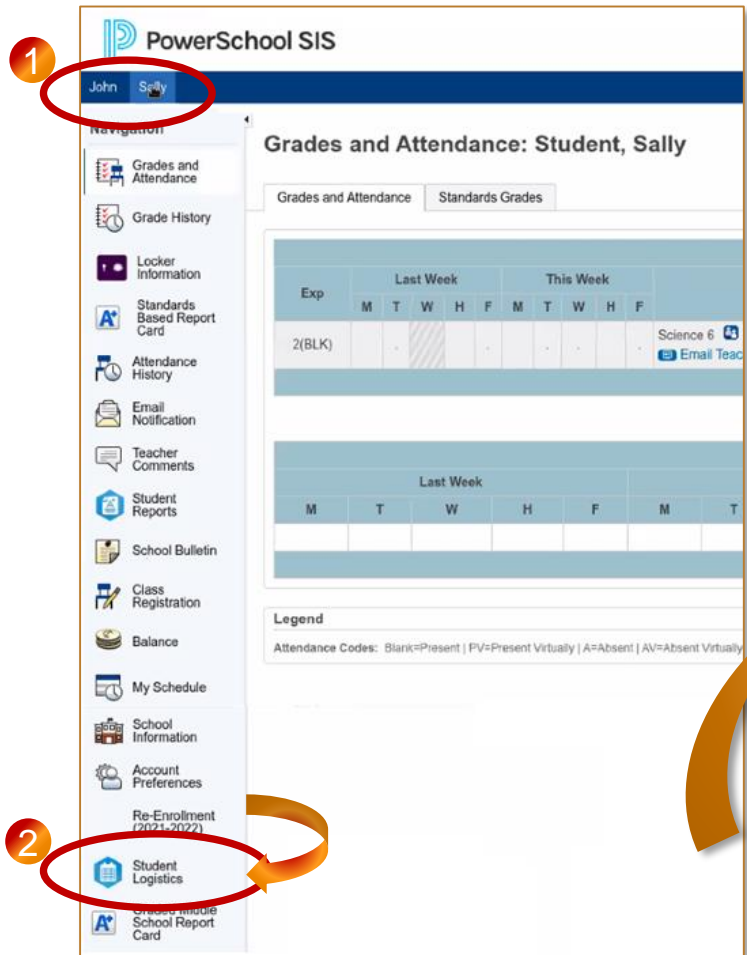


## STEP 4.

Then select **Main Portal Page**.



# Student Logistics – Parent/Guardian Requests Tutorial

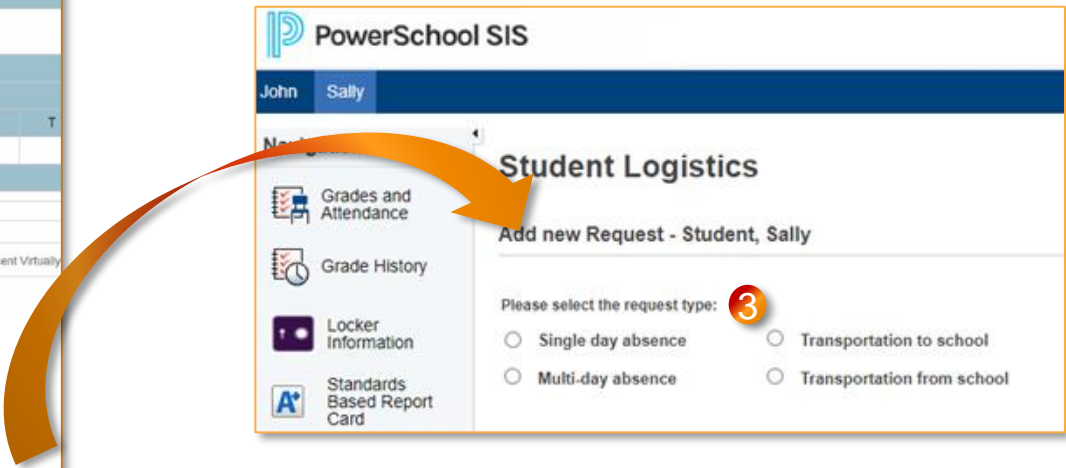


## STEP 5.

First, if you have more than one child at Graded, select the student on the top menu (1).

The Student Logistics tool will be available on the left menu (2).

Select it on the menu and the request screen will open (3).



## STEP 6.

Select the **Request type** and fill in the required information.

**E.g.** In the case of a request for “**Single day absence**” (1), choose:

- one of the **predefined reasons** (2);
- the absence **date** (3) in calendar;
- the status (4) related to the absence date.
- in case selected “**Arrive late**” status, insert the **arrive time** (5);
- if necessary, please leave a **comment** (6).
- Click on **Submit** to conclude the request (7).

The screenshot shows the 'PowerSchool SIS' interface for a parent/guardian. The left sidebar contains a 'Navigation' menu with options like 'Grades and Attendance', 'Grade History', 'Locker Information', 'Standards Based Report Card', 'Attendance History', 'Email Notification', 'Teacher Comments', 'Student Reports', 'School Bulletin', 'Class Registration', 'Balance', 'My Schedule', and 'School Information'. The main content area is titled 'Student Logistics' and 'Add new Request - Student, Sally'. It contains the following fields and options:

- 1** Please select the request type:
  - ☒ Single day absence
  - ☐ Multi-day absence
  - ☐ Transportation to school
  - ☐ Transportation from school
- 2** Select the reason:
  - Go to Doctor (selected in dropdown menu)
  - Go to Doctor
  - Travel with family
  - Other
- 3** Select a date:
  - 4/30/2021
- 4** Select the status:
  - ☐ Absent
  - ☒ Arrive late
  - ☐ Leave early
  - ☐ Leave early & return
- 5** Arrive time:
  - 11:00 AM
- 6** Comments:
  - Doctor's appointment

**7** Submit



# Student Logistics – Parent/Guardian Requests Tutorial

According to the “request type” and “status option” selected, different information will be required:

E.g.: Request type = **Transportation from School**

PowerSchool SIS

John Sally

Navigation

- Grades and Attendance
- Grade History
- Locker Information
- Standards Based Report Card
- Attendance History
- Email Notification
- Teacher Comments
- Student Reports

Student Logistics

Add new Request - Student, Sally

Please select the request type:

- ☐ Single day absence
- ☐ Transportation to school
- ☐ Multi-day absence
- ☒ Transportation from school

Select the transportation method:

School Bus

Choose transportation method

Select a date

5/20/2021

Comments:

parent comment

E.g.: Request type = **Multi-day absence**

PowerSchool SIS

John Sally

Navigation

- Grades and Attendance
- Grade History
- Locker Information
- Standards Based Report Card
- Attendance History
- Email Notification
- Teacher Comments
- Student Reports
- School Bulletin
- Class Registration

Student Logistics

Add new Request - Student, Sally

Please select the request type:

- ☐ Single day absence
- ☐ Transportation to school
- ☒ Multi-day absence
- ☐ Transportation from school

Select the reason:

Other

Start Date

5/19/2021

End Date

5/21/2021

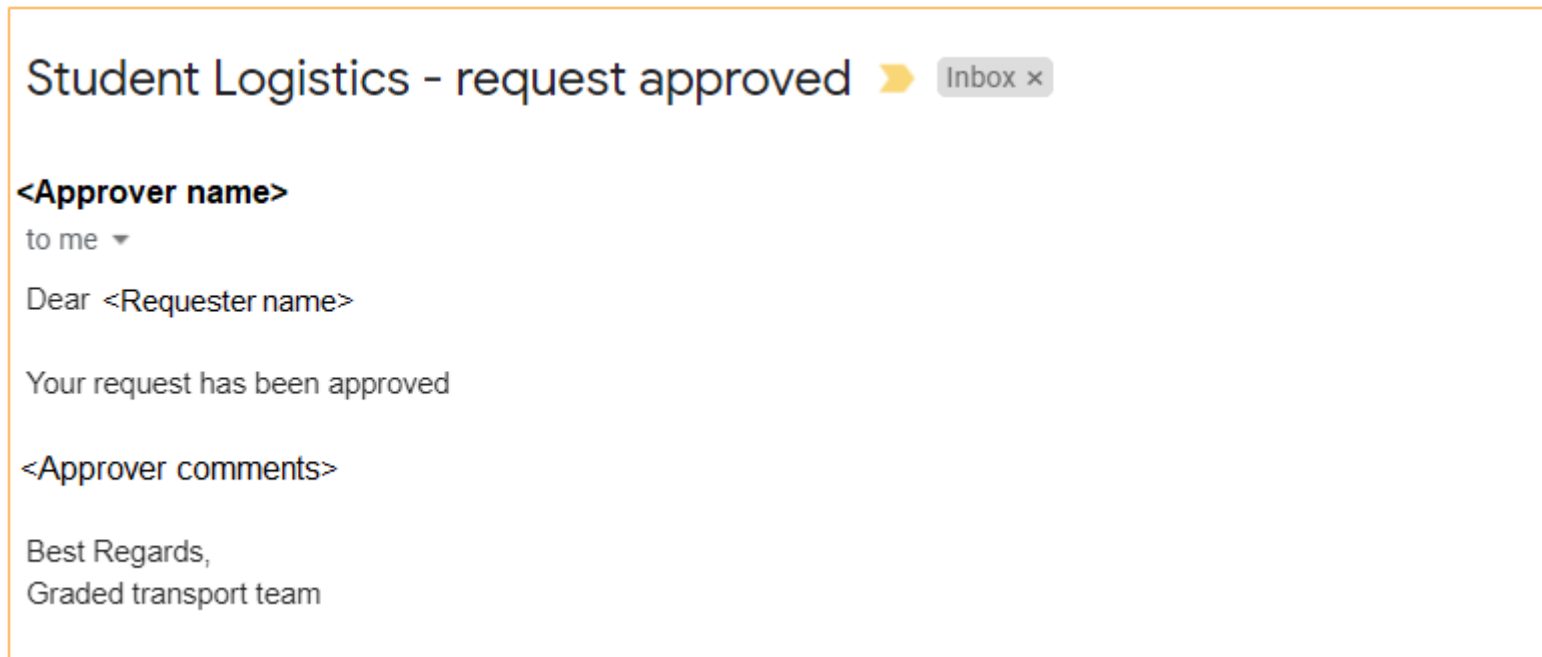
Fill in Start and End dates

Comments:

parent comment

# Student Logistics – Parent/Guardian Requests Tutorial

When a request is completed and approved (or not approved) the parent/guardian will receive an email automatically from the Student Logistic.



# Thank you!

Questions or issues?

We're here to help! Send an email to [helpdesk@graded.br](mailto:helpdesk@graded.br)