Student Logistics
For Parents

Student Logistics for Parents/ Guardians

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.

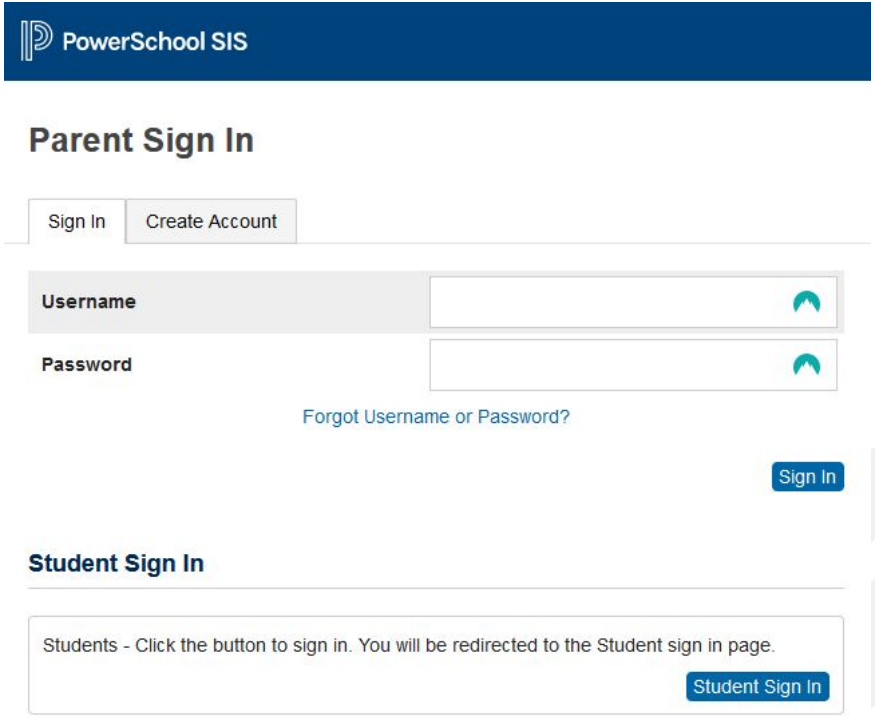
1) Transportation: for those occasions involving changes regarding transportation (to school or from school). Parent/guardians must inform the transportation method and date.

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.

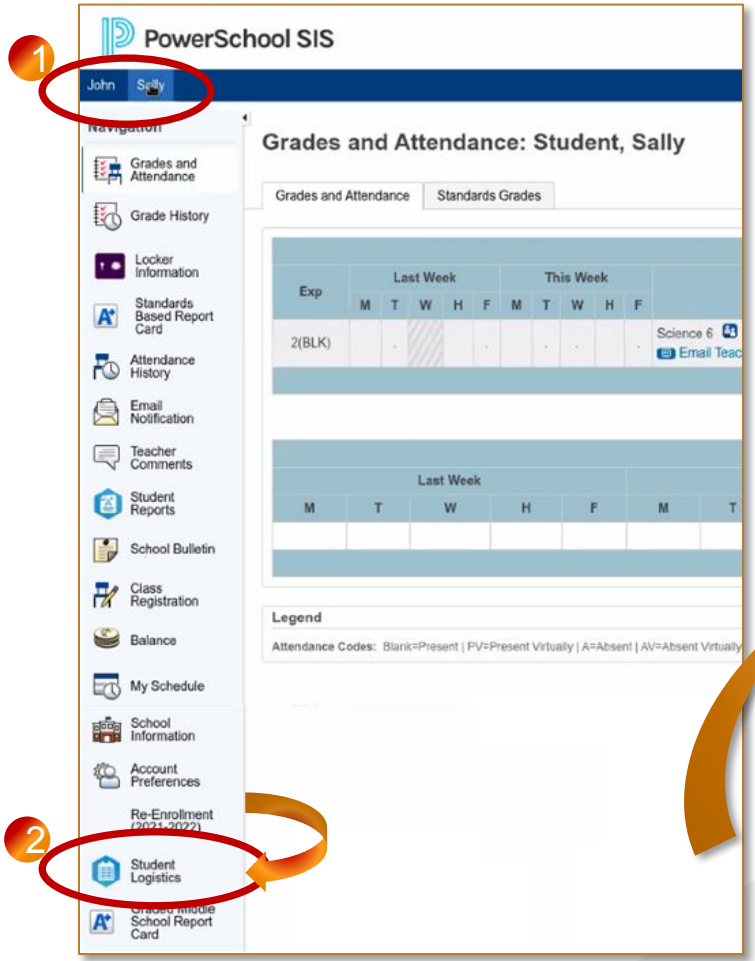
When a parent/guardian creates a request it will be available for the divisional secretaries and transportation team to approve and update the system.

How to create a request in the PowerSchool Student Logistics

https://graded.powerschool.com



Student Logistics – Requests Tutorial

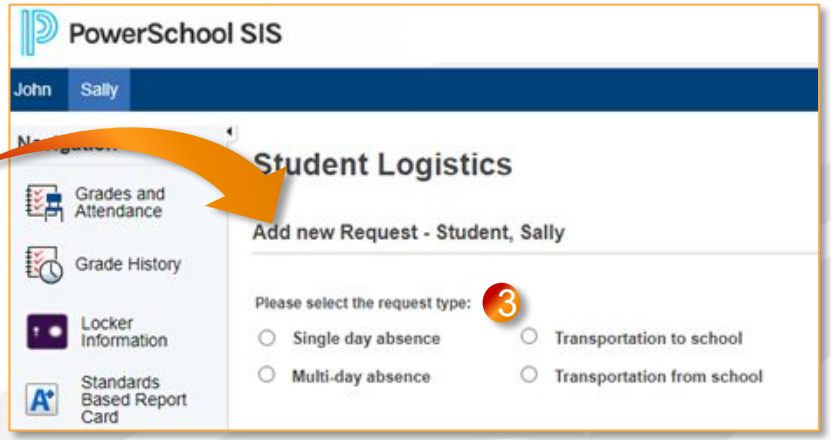


STEP 5.

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).



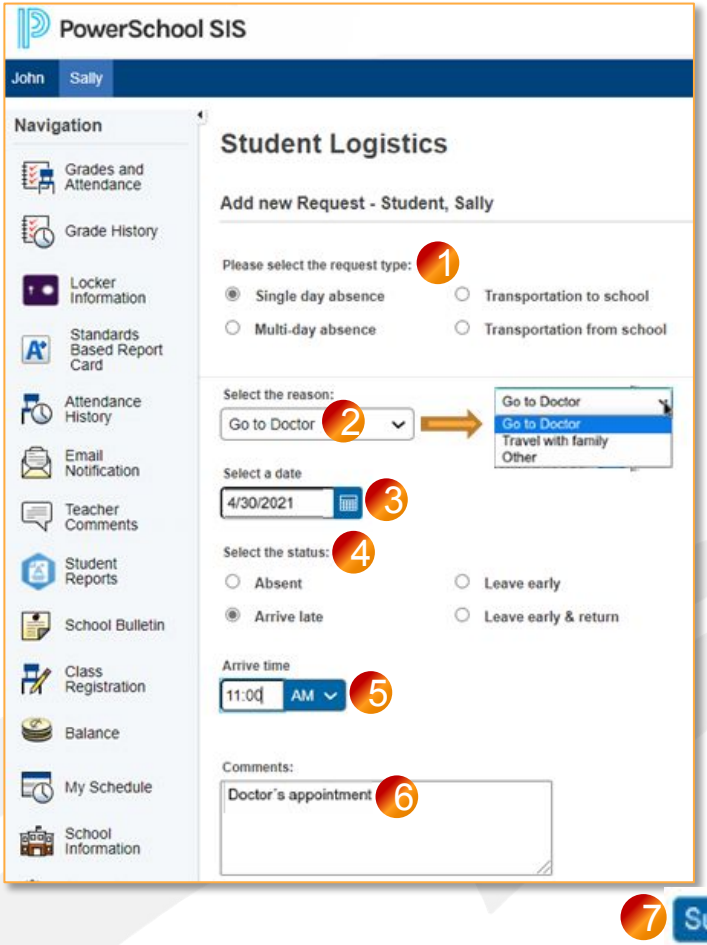
Student Logistics – Requests Tutorial

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:

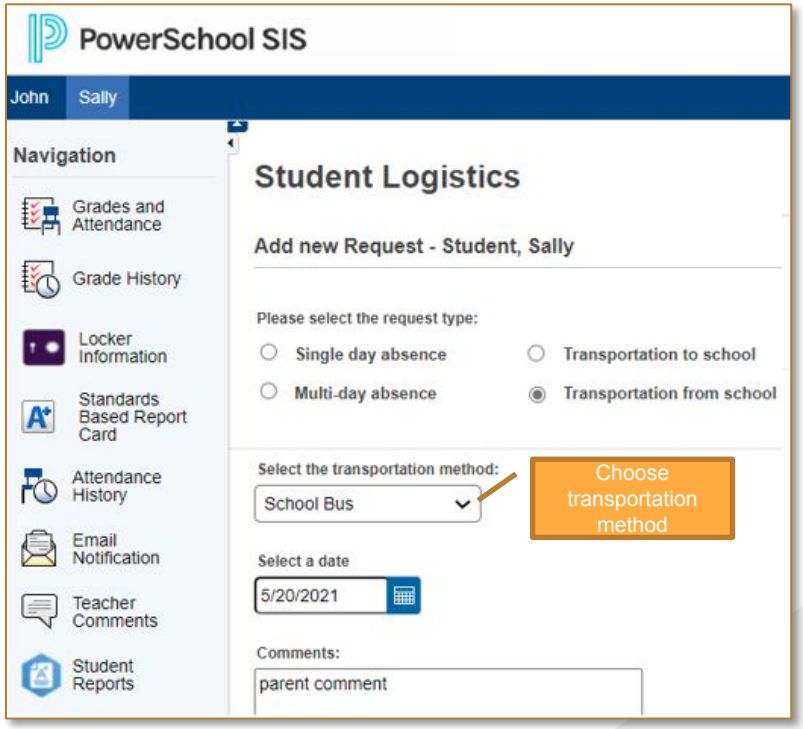
- one of the **predefined reasons** (2);
- the absence **date** (3) in calendar;
- the status (4) related to the absence date.
- in case selected “**Arrive late**” status, insert the **arrive time** (5);
- if necessary, please leave a **comment** (6).
- Click on **Submit** to conclude the request (7).



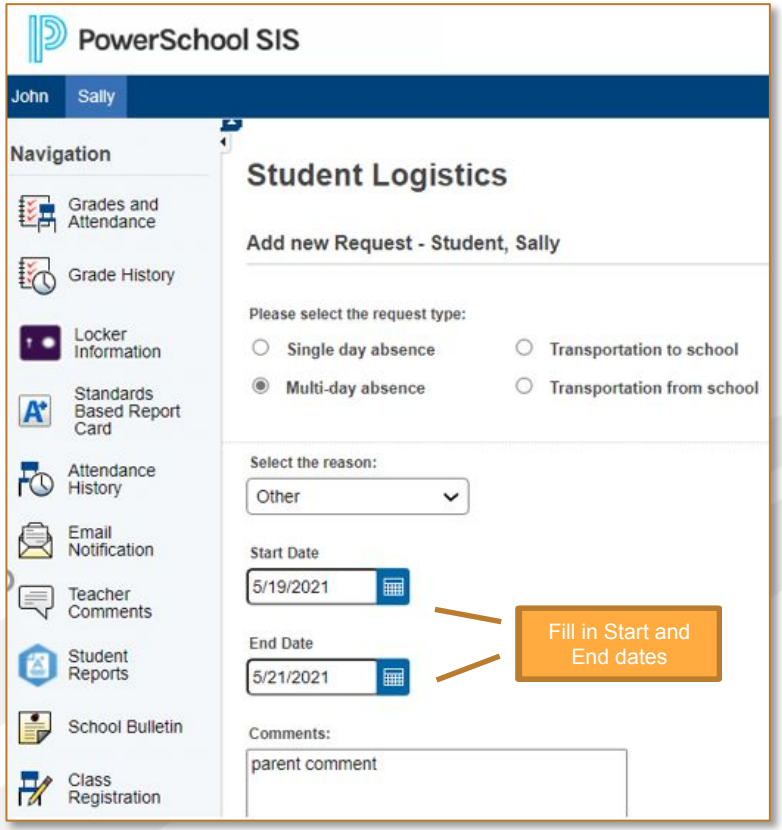
Student Logistics – Requests Tutorial

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

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

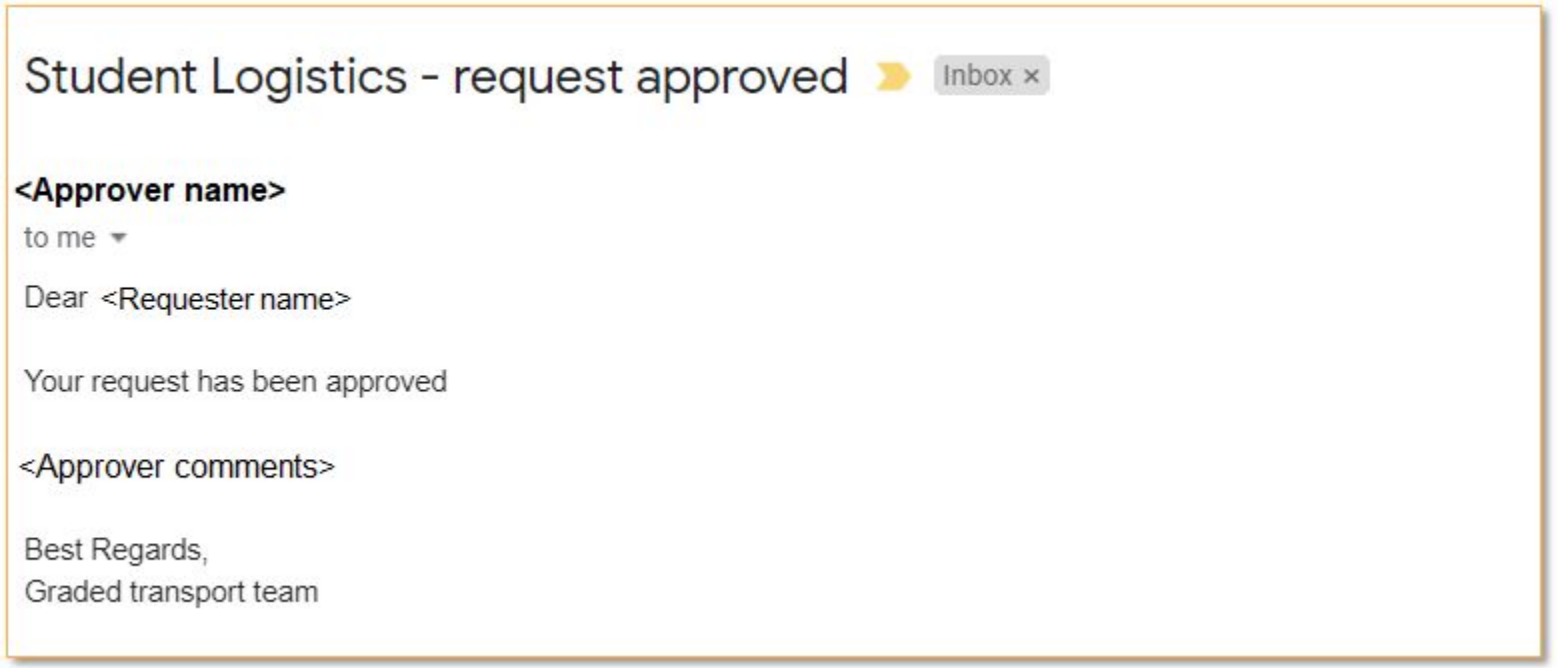


E.g.: Request type = **Multi-day absence**



Student Logistics – Approval Email

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



Student Logistics - request approved Inbox ×

<Approver name>

to me

Dear <Requester name>

Your request has been approved

<Approver comments>

Best Regards,
Graded transport team

Questions or issues?

We're here to help!
Send an email to helpdesk@graded.br