

# 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>

 PowerSchool SIS

## Parent Sign In

Sign In

Create Account

Username



Password



[Forgot Username or Password?](#)

Sign In

## Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

Student Sign In

# Student Logistics – Requests Tutorial

1

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
- Balance
- My Schedule
- School Information
- Account Preferences
- Re-Enrollment (2021-2022)
- 2 Student Logistics
- Grades Middle School Report Card

Grades and Attendance: Student, Sally

Grades and Attendance Standards Grades

Exp	Last Week					This Week				
	M	T	W	H	F	M	T	W	H	F
2(BLK)										

Science 6 Email Teach

Last Week

M	T	W	H	F	M	T

Legend

Attendance Codes: Blank=Present | PV=Present Virtually | A=Absent | AV=Absent Virtually

## 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).

PowerSchool SIS

John Sally

Navigation

- Grades and Attendance
- Grade History
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- Standards Based Report Card

### Student Logistics

Add new Request - Student, Sally

Please select the request type: 3

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

# 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).

The screenshot shows the PowerSchool SIS interface for adding a new request for a student named Sally. The form is titled "Student Logistics" and "Add new Request - Student, Sally".

1. "Please select the request type:" with radio buttons for "Single day absence" (selected) and "Multi-day absence", and "Transportation to school" and "Transportation from school".

2. "Select the reason:" dropdown menu with "Go to Doctor" selected. A dropdown menu is open showing options: "Go to Doctor", "Go to Doctor", "Travel with family", and "Other".

3. "Select a date:" field showing "4/30/2021".

4. "Select the status:" with radio buttons for "Absent", "Arrive late" (selected), "Leave early", and "Leave early & return".

5. "Arrive time:" field showing "11:00 AM".

6. "Comments:" text area containing "Doctor's appointment".

7. A blue "Submit" button at the bottom right.

# 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**

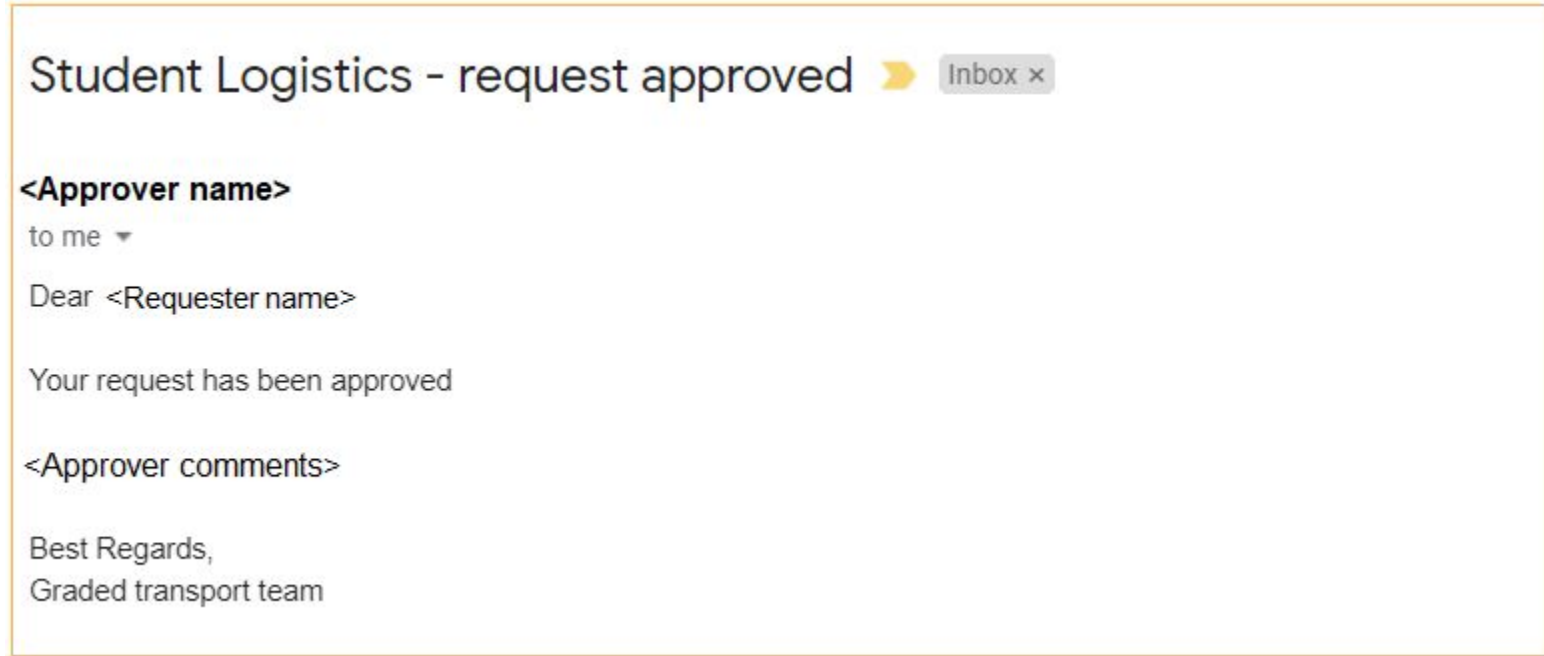
The screenshot shows the PowerSchool SIS interface for a user named Sally. The main heading is "Student Logistics" with a sub-heading "Add new Request - Student, Sally". Under "Please select the request type:", the "Transportation from school" radio button is selected. Under "Select the transportation method:", the "School Bus" dropdown is selected, with an orange callout box pointing to it that says "Choose transportation method". The "Start Date" is set to 5/20/2021. The "Comments" field contains the text "parent comment".

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

The screenshot shows the PowerSchool SIS interface for a user named Sally. The main heading is "Student Logistics" with a sub-heading "Add new Request - Student, Sally". Under "Please select the request type:", the "Multi-day absence" radio button is selected. Under "Select the reason:", the "Other" dropdown is selected. The "Start Date" is set to 5/19/2021 and the "End Date" is set to 5/21/2021, with an orange callout box pointing to both that says "Fill in Start and End dates". The "Comments" field contains the text "parent comment".

# 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.





## Questions or issues?

We're here to help!

Send an email to [helpdesk@graded.br](mailto:helpdesk@graded.br)