

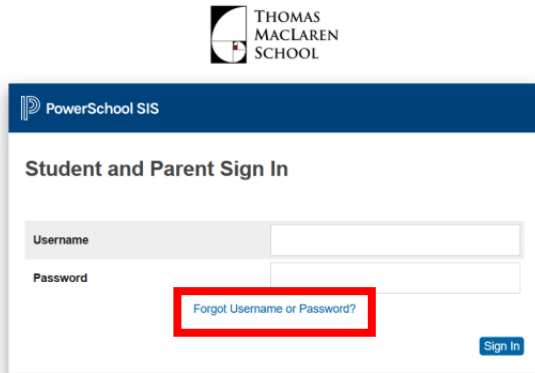
# Thomas MacLaren PowerSchool Parent Portal – How to Login

To help expedite reporting attendance, we have established a Parent Portal for Attendance purposes for our MacLaren parents/guardians. Follow the instructions below to login to your Parent Portal and submit Attendance requests.

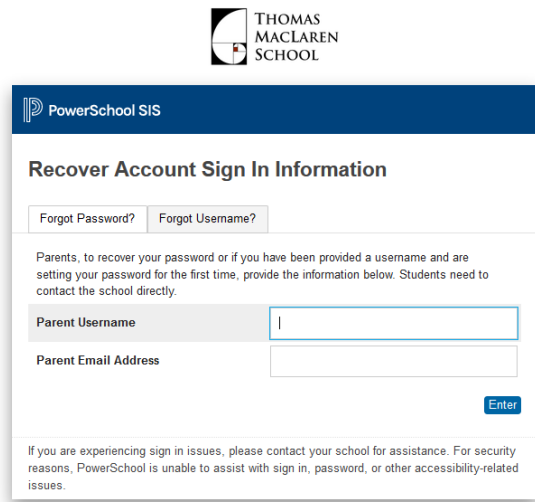
Navigate to **tms.powerschool.com** in the browser of your choice (Chrome/Firefox/Safari/Edge).

- Enter your Username: email on file at MacLaren\*\*
- Click on “Forgot Username or Password?”

\*\*If you do not know what email is on file, please contact [MacAttendance@maclarenschool.org](mailto:MacAttendance@maclarenschool.org)

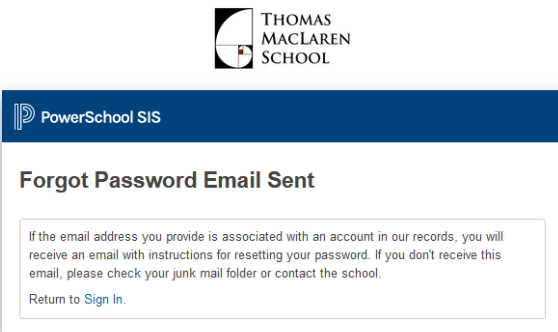


After clicking Forgot Username or Password, the following screen will appear:



Enter the Parent Username and Parent Email Address with the same email that is on file.

You should then see the following screen:



Go to your email and click on the link to reset your password. There may be a slight delay in receiving the email.

**From:** [powerschool@maclarenschool.org](mailto:powerschool@maclarenschool.org)  
**Date:** Aug 15, 2022, 11:10 AM -0600  
**Subject:** PowerSchool Password Reset Request

You recently requested a new password.

To reset your password, visit the link below. This link is valid for only 24 hours.

[https://tms.powerschool.com/public/recover\\_password.html?t=VxbPahio0DACE9W07H4mH0000029e7](https://tms.powerschool.com/public/recover_password.html?t=VxbPahio0DACE9W07H4mH0000029e7)

If clicking the link above does not work, copy and paste the web site address in a new browser window instead.

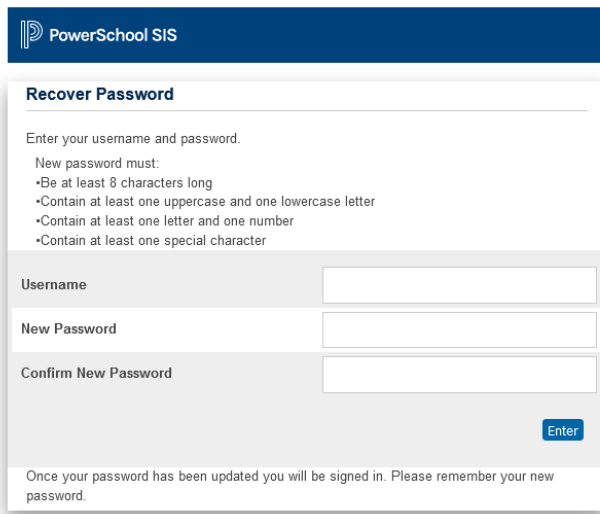
If you have forgotten your username, click the "Having Trouble Signing In?" link on the sign in page and follow steps for recovering your username.

Note: Replies to this message are not monitored or answered.

Sent on behalf of [powerschool@maclarenschool.org](mailto:powerschool@maclarenschool.org)

Please note that the link is only valid for 24 hours.

Once you click on the link, the following screen will appear:



The screenshot shows the 'Recover Password' form in the PowerSchool SIS interface. At the top is a blue header with the PowerSchool SIS logo. Below the header, the title 'Recover Password' is displayed. The form instructs the user to 'Enter your username and password.' and lists requirements for the new password: it must be at least 8 characters long, contain at least one uppercase and one lowercase letter, at least one letter and one number, and at least one special character. There are three input fields: 'Username', 'New Password', and 'Confirm New Password'. An 'Enter' button is located at the bottom right of the form. A footer message states: 'Once your password has been updated you will be signed in. Please remember your new password.'

Enter the Username (email) and create a new password.

- Password must be at least 8 characters in length, contain both upper-case and lower-case letters, at least one number, and at least one special character.
- **It cannot be a password that you have previously used.**

You should now be successfully logged into the Parent Portal website. The home screen will show the main Student Dashboard as shown on the next page.

If you need help completing your initial login, please email [MacAttendance@maclarenschool.org](mailto:MacAttendance@maclarenschool.org) or call 719-313-4488 ext. 129

## Thomas MacLaren PowerSchool Parent Portal – Reporting Attendance

Once you have logged into the Thomas MacLaren PowerSchool Parent Portal, the home screen will show the main Student Dashboard as shown below.

Click **Attendance Monitor** in the left navigation menu. The following screen will appear:

To report a new Attendance request, click “Report New Attendance”.

Please remember to input Attendance requests for EACH CHILD, as applicable. To add an attendance record, click on the child's name tab in the top left corner above the menu and proceed through the following steps.

To enter a full day absence, fill in the red boxes below with the correct date/reason/explanation and click Submit:

#### Attendance Monitor

Report Attendance Dashboard Notifications

Create Attendance Report

Student Name

Absence Date 08/15/2022 MM/DD/YYYY

Leave second date empty if only reporting single day absence.

What is the reason for the absence? Sick / Illness

Is this absence for the whole day? Yes

Explanation Fever 102

Submit

For a partial day request (appointment) select **No** for whole day. Enter start time and end time to match the time the student will be absent from school.

#### Attendance Monitor

Report Attendance Dashboard Notifications

Create Attendance Report

Student Name

Absence Date 08/17/2022 MM/DD/YYYY

Leave second date empty if only reporting single day absence.

What is the reason for the absence? Medical appointment

Is this absence for the whole day? No

Time Range: 10:00 AM - 01:00 PM

Explanation Doctor appt at 10:30

Submit

The times chosen should reflect the time block that student will be absent from school.

For a multiple-day request enter the start date and end date.

#### Attendance Monitor

Report Attendance Dashboard Notifications

Create Attendance Report

Student Name

Absence Date 08/30/2022 - 09/01/2022

Leave second date empty if only reporting single day absence.

What is the reason for the absence? Family vacation

Is this absence for the whole day? Yes

Explanation Family trip to Yellowstone

Submit

After clicking **Submit**, you will go back to the home page for Attendance Monitor where you can submit a new request for any of your children.