



# The Source Parent Portal



The Source is Seattle Public Schools' online communication tool that allows parents, guardians and students access to schedules, attendance, assessment scores, and secondary student grades. Many exciting new services are coming this school year and will be accessible via the Source!

Here are the new features available through the Source:

## SPS Student Verification Form

This year, instead of receiving a paper form, you can go online to verify your student's information\*

## Online Payments

Review and pay all your student's fees or fines via credit/debit card or electronic checks



\*If you would like to receive a paper copy of the student verification form, please contact your school.



## High School & Beyond Planner (*coming soon*)

View your student's four-year course plan based on graduation requirements and future goals.

## Health Portal (*coming soon*)

View and update your student's health information; get timely updates when your child receives care from the school nurse

To learn more about these services, visit [www.seattleschools.org/student\\_portal](http://www.seattleschools.org/student_portal).

**Visit your Source account today!**

Remember, you need to have a Source account to take advantage of these new services! Source registration instructions are on the back of this handout or may be found online at: <https://www.seattleschools.org/SourceSetup>.

## Parents and guardians *WITH* a Source account:

### **Important information for parents and guardians *with* a Source account:**

Source parent and guardian accounts will only be available to parents and guardians with a username that matches an email address on record at the school(s). Please follow these steps to ensure your Source username and email address match the email address at your student's school:

Please go to <http://ps.seattleschools.org> and login.

If you do not remember your password or username, please click the *Forget your password?* or the *Forget your username?* links.

- If your username ***matches*** the email address on record at the school:
  - You will be able to successfully login.
  - You will see all of your students on your account.
- If your username ***does not match*** the email address on record at the school:
  - You will see a message and a link to update your account.
  - Students may be missing from your account.

If you get a message or students are missing from your account, please contact each student's school to update you email address. The day after the email address at each school matches your Source username and email address, your account will be updated.

## Parents and guardians *WITHOUT* a Source account:

### **To setup your Source account:**

1. Please go to <http://ps.seattleschools.org> and click the **Setup** button.
2. Type the email address on record at each student's school, then click **Enter**.
3. Check your email for a message from [sourcesupport@seattleschools.org](mailto:sourcesupport@seattleschools.org). If you don't receive this email:
  - Check your Spam or Trash folders.
  - Contact the school(s) to provide your email address.
4. Open the email and click the link.
5. Enter your **email address** in the **Username** field and create a **Password**.
  - Your password must be 5 or more characters long.
  - Please do not use an apostrophe ' in your password.
6. Click **Enter** to begin exploring the Source!

For more information about the Source, please visit: [www.seattleschools.org/source](http://www.seattleschools.org/source)

If you have questions or need help please email [sourcesupport@seattleschools.org](mailto:sourcesupport@seattleschools.org)