

# Good News from Knox Community High School!

## You asked – We listened

PowerSchool is available for you to view all of your student(s), enrolled at Knox Community School Corporation, at one time. You also can choose your very own username and password. And if that isn't enough, you can setup to receive weekly emails regarding grades, assignments and attendance.

First go to: <https://ps.knox.k12.in.us/public/> then choose (create an account) and fill in your first name, last name, email, the username of your choice and the password of your choice. For your student(s) information use the individual Parent/Guardian PowerSchool access codes for each student. If you do not already have this information contact the High School Guidance Office.

Access ID = Parent/Guardian Web Username

Access Password = Parent/Guardian Web Password

Once your account is created, it is very important that you set up your email notifications.

1. Sign in with your new ID and password.
2. Click on email notifications.
3. Check every box.
4. Choose how often you wish to receive emails.
5. Add any additional email addresses you would like the reports sent to.
6. Check the box to apply these settings to all your students.
7. Check the box to send a report now.
8. Click submit.
9. Check to see if you received an email. You may want to check your spam.
10. If the email shows up in spam, take the appropriate measures to mark the email as not spam for future notifications.

Knox High School understands how important it is for you to receive your weekly emails in order for you to check and track your student(s) work. If you need any assistance feel free to contact Knox High School Guidance Office at 574 772-1675.