

Artesia Intermediate School

1100 W. Bullock

Artesia, NM 88210

Phone: 575-746-2766

Dear Parents and Guardians:

The administration and staff at **Artesia Intermediate School** are excited to announce that we can now provide you with access to **your child's** current grades, attendance, lunch balances, and other information via the internet. To access this information you will need to follow these steps:

- Open the internet browser on your computer
- Type <https://bulldogs.powerschool.com> into the address bar
- Click on the tab titled, **Create Account**, then click on the blue button titled, **Create Account**.
- Complete the Parent Account Details at the top and fill in your desired username and password.
- Under **Students to Account**, fill in your student's name and type your **Access ID** and **Access Password**. It is advisable that you keep your username and password secure and not share it with anyone else.
- You can link all your students to your account when you have each student's access credentials.
- Remember to log off when you are finished.

You may track academic progress from any location that has internet access. If you do not have internet access, the public library has computers open to access your child's records. Please keep your passwords confidential so only you can access the information.

The Grades and Attendance tab will allow you to check assignments and scores by clicking on the blue percentage across from a class. To email the teacher a question or concern, please click the blue teacher's name link. The Grades History tab will show you the grades your child received in previous grading periods. The Teacher Comments tab is used to access current teacher comments for your student and the School Bulletin tab has current announcements for our school.

After you have created your account online, you can also use the PowerSchool app from the Apple Store or Google Play.

If you have any questions regarding the use of PowerSchool, please contact the school office at 575-746-2766.

Your student also has an account for viewing and tracking attendance and grades
