

September 8, 2014

Dear Parents,

We are excited to announce that West Ashley High School will be granting parents access to the PowerSchool (PS) – Parent Portal. This will allow you to access up-to date information on your child’s grades and attendance. You will be able to simply click on your child’s grade in a class and see the complete list of assignments and grades; and be able to e-mail your child’s teachers by simply clicking on their name within the grade book.

**William Runyon**  
Principal

**Dr. Nancy J. McGinley**  
Superintendent of Schools

**Mr. Louis J. Martin, Jr.**  
Associate Superintendent

**West Ashley High School**

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4060 West Wildcat Blvd  
Charleston, SC 29414  
(843)-573-1201  
Fax (843) 573-1223

In order to access the Parent Portal, you will need access to a computer with internet access and a working e-mail account, to which you alone have access.

We are asking that you e-mail the following information to:

**[WAHSparentportalhelp@charleston.k12.sc.us](mailto:WAHSparentportalhelp@charleston.k12.sc.us)**

- 1) Your child’s or your children’s full legal names – as they appear on their birth certificates
- 2) Your full legal name
- 3) Your current address
- 4) Your best day-time contact phone number
- 5) The last 4 digits of each child’s Social Security Number
- 6) The last four digits of a parent / guardian / backup phone number that we have on-file.
- 7) If you already have a ParentPortal guardian account for a student at another school, please provide that information. Your existing account can access multiple students.

We will verify your information and will e-mail you:

- Your private user name and password
- A live link to the Parent Portal Website
- Information on how to access and maximize the PS Parent Portal.

We hope that this will help keep you informed of your child’s progress and improve parent-teacher communication. Please contact us with any questions or concerns.

Thank you,

William Runyon  
Principal  
West Ashley High School