



# Warwick Parent Portal

Parent Portal is a web-based communication tool for parents to access current announcements, schedule and grade information. The Parent Portal site allows you to keep track of **multiple student accounts** with one login, making this the easiest way to get current information about your child’s progress. You may also elect to receive **email alerts** if grades drop below the criteria you set.

- [Setting up your Parent Portal account](#)
- [Adding your children to your Parent Portal account](#)
- [Changing your Password](#)
- [Email Notifications](#)
- [Information on the Parent Portal](#)

## Setting up your Parent Portal account

1. Go to the Warwick website (<https://www.warwicksd.org>) and choose Parent Portal from the WebGrades menu or go directly to <https://www.warwicksd.org/parents>.
2. Click on the “Create Account” link and type your email address (email alerts will be sent to this address), then click “Continue”.
3. Your Parent Portal password will be sent via email to this address.
4. Return to <https://www.warwicksd.org/parents> and log in using the password sent in the email.

## Adding your children to your Parent Portal account

5. After logging in successfully, you’ll be prompted to add both the Student ID and Password for each of your children.
  - a. The Student ID is typically a 6-7 digit number and should be found on your child’s schedule and likely on other correspondence you received from school. Your child might also know this number, it is what they use to log into computers at school.
  - b. The password is typically an 8 digit password made of 4 capital letters followed by 4 numbers. Again, your child might know this number, it is what they use to log into computers at school.
  - c. If you don’t have access to this information, please contact the office secretary in the building where your child attends. After verifying your identity, they’ll be able to provide this information to you.

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**Setup Students**

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Student ID:

Student Password:

## Changing your Password

6. It is important to keep this password secure. Click on Settings in the upper right corner to change your password to something you can remember. If you don’t make this change, the password sent in the email will continue to be your password.

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**Change Password**

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Old Password:

New Password (min 8 characters):

Confirm Password:

## Email Notifications

7. In settings, choose if you would like to receive grade notifications if your child has missing assignments. This will be sent to the email address used to create this account. *This setting is only for grade notifications, you will still receive emails at the email address you provided to your child's school.*
8. You can also choose to be notified if your student's grade falls below a certain threshold.
9. Don't forget to click the "Update Account Info" button if you choose to make changes in this section.
10. Email notifications will be sent out twice a week to keep you informed of your child's progress.

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Email Notification Preferences for ★★★★★★@gmail.com

Missing assignments Notification:  Yes  No

Overall Average falls below:

First Name:

Last Name:

Email Address: fred.john.griffiths@gmail.com

## Information on the Parent Portal

11. If you have entered more than one of your children in the Parent Portal, you can switch between their information by clicking on their picture in the bottom left corner.
  - a. **Announcements** - Clicking on the Warwick School District Logo at the top of your screen will show current announcements for your school. This is the default home page for the Parent Portal.
  - b. **Academics\*** - Courses, Grades, Assignments, Assignment notes
  - c. **Attendance** - Absences and Tardy record for this school year
  - d. **Schedule\*\*** - Current courses, teachers and class times.
  - e. **Report Cards** - Past and current report cards
  - f. **Bus Info** - Bus stop and times
  - g. **Health Info** - Screening results and BMI information
  - h. **Contact Info** - Contact information. Please let the school know if this information is incorrect or needs to be updated.
  - i. **Links** - Resources for you or your student.

\*This information is typically unavailable until the first week of classes.

\*\*This information is typically unavailable until the 3rd week in August.