



RICHLAND ONE

PowerSchool Account Request Form: UPDATED

Updated: February 5, 2024

THIS FORM MUST BE COMPLETED ELECTRONICALLY AS IT HAS DROP DOWN MENUS.

Complete the section for the specific type of account that you are requesting. **All information is needed in order to create an account.**

If a teacher does not know their ID numbers, they are responsible for obtaining that information. They can go log into the SCDE Educator Portal by using the link below to access their information. <https://ed.sc.gov/educators/certification/cats/>

If a teacher is new to teaching and has not received a certificate or Educator ID numbers, indicate that where that information is requested.

If a teacher is an international teacher, indicate that where the certificate and Educator ID numbers are required.

Note: Library Media Specialists, Reading Coaches, Interventionists, and School Counselors must provide information for both type of accounts as they will be required to complete a state survey and will need a PowerTeacher account.

PowerSchool Admin Account Principals, District Staff, Counselors, Psychologists, etc.		PowerTeacher Account Classroom teachers	
Last Name		Last Name	
First Name		First Name	
Title		Title	
Email Address		Email Address	
Gender		Gender	
Employee Munis ID (5 digits)		Employee Munis ID (5 digits)	
Grade Level		Grade Level	
Subject Area		Subject Area	
Ethnicity Are you Hispanic or Latino?		Ethnicity Are you Hispanic or Latino?	
Race		Race	
Certificate ID (If applicable)		Certificate ID	
Office/Classroom Phone Number	803-	Office/Classroom Phone Number	803-
Educator ID (If applicable)		Educator ID	
School/Location		School/Location	

Staff Member Printed Name

Signature

Date

Supervisor Printed Name

Signature

Date