

PS 87 Parents Association

ParentSquare Tutorial

2026/2027



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Note: This training is not meant to be exhaustive. If you still have questions, ParentSquare has an FAQ page [HERE](#).

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The Basics

What Is ParentSquare and Why Do We Use It?

The Basics | What Is ParentSquare?

ParentSquare is one app for all PS87 news. No more scrolling three WhatsApp chats to find the Harvest Fest date, early dismissal timing, or how to get tickets to the next PS 87 Yankees outing.

PS 87 rolled out ParentSquare in 25/26 and **this year we're going all in.**

ParentSquare is going to be the home for every official school communication. Every school and classroom message will arrive in one place, in your preferred language, by email, text, app, or web.

Class parents will no longer post official school announcements in WhatsApp groups. WhatsApp groups are optionally formed by parents and are not monitored/endorsed by the PS 87 administration or the PS 87 PA.



The Basics

What All Does PS87 Use ParentSquare For?

1. **Official School and PA announcements.** School administration and the PS 87 PA send all official communications via ParentSquare.
2. **Teacher communications.** Your child's teacher will use ParentSquare to send updates and announcements.
3. **Your class directory.** You can look up the kids in your child's class. If their parents have changed their directory settings to **VISIBLE**, you'll also be able to see their contact information (phone number and email address).
4. **Volunteer and event sign-ups.** Sign up to volunteer for events like Spring Fair or to bring a goodie to a class publishing party.

The Basics

Who's Sending Me Posts?

Only a select number of people can send out communications via ParentSquare, so here is who you'll most often receive posts from:

1. **School Admin:** Parent Coordinator Jennifer Stark, Principal Monica Berry, etc for schoolwide announcements.
2. **Teachers:** Your child's teacher can communicate with his/her class
3. **Class Parents:** Your child's class parent can communicate with his/her class.
4. **PS 87 PA:** Select members of the PA – the PA Presidents, the PA Communications team, Backpack News (our weekly email), One Family Under the Sun (our community building team) – can send schoolwide emails.
5. **Kindergarten and 5th Grade Reps:** These grade-level representatives can send grade-wide emails.

Navigating ParentSquare

Logging in, reading posts, finding people.

Navigating ParentSquare

How Do I Log In?

Your account is managed by Jennifer Stark and linked to your child's official NYC DOE ID.

- **Returning family?** The account you set up in 25/26 still works. Same login, no action needed.
- **New to PS 87?** You should have received an email from Jennifer Stark with information on how to login.

Issues? Email jstark5@schools.nyc.gov and she'll sort you out.

Sign in on the website:

<https://www.parentsquare.com/signin>

Download the app:

iOS:

<https://apps.apple.com/us/app/parentsquare/id908126679>

Android:

https://play.google.com/store/apps/details?id=com.parentsquare.psapp&hl=en_US

Navigating ParentSquare The Desktop Homepage

Quick links on left



ParentSquare Home

PS 87/William T. Sherman School

PS 87/William T. Sherman School
ONE FAMILY UNDER THE SUN

Send updates and announcements, share pictures or request participation

New Post

Posts

Messages

Alerts and Notices

EXPLORE

Directory

Calendar

Photos, Videos, Files

Links

Documents

Dance! Dance! Dance! And Then Run!

Jennifer Stark • 5 days ago • Wednesday, Jul 29 at 10:12 AM • PS 87/William T. Sherman School

Hello,

Happy Summer Everyone!

For those in town, two free activities you might enjoy participating in:

Event: Dance Workshop with American Ballet Theatre
Date: Thursday, July 30th
Time: 5:00 pm
Location: Lincoln Center, Lobby of David Geffen Hall
[Click here for more info](#)

EVENTS

view all

SUN	MON	TUE	WED	THUR	FRI	SAT
2	3	4	5	6	7	8
9	10	11	12	13	14	15

- Thu 9/10 First Day of School
- Thu 9/10 First Day of School
- Tue 9/15, 6:10 pm - 7:30 pm PA Exec Meeting
- Fri 9/18, 8:30 am - 9:30 am Volunteer Fair & Morni...

Privacy • Terms of Use



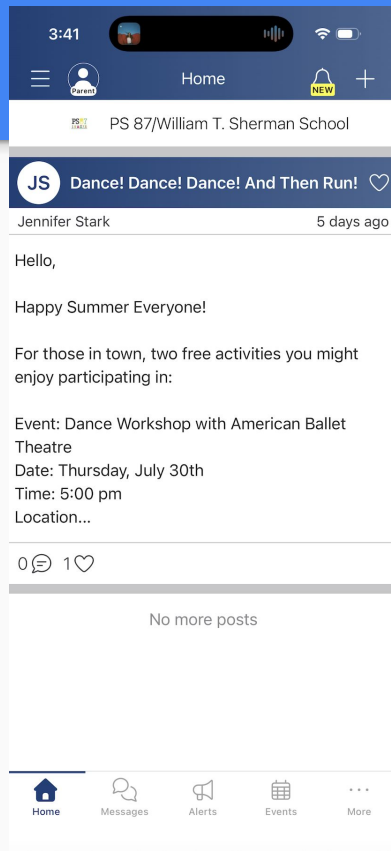
Your latest posts, newest
first.

School
calendar is
pulled live
from our PS
87 PA Google
Calendar.

Navigating ParentSquare

The App Homepage

Note: ParentSquare has better functionality on the website vs. the app. To use functionality like accessing the full directory or signing up for volunteering shifts, we recommend using site via web browser on your computer or by navigating to the full site on the app (Menu > About > View Full Site)



Primarily just posts on the main page

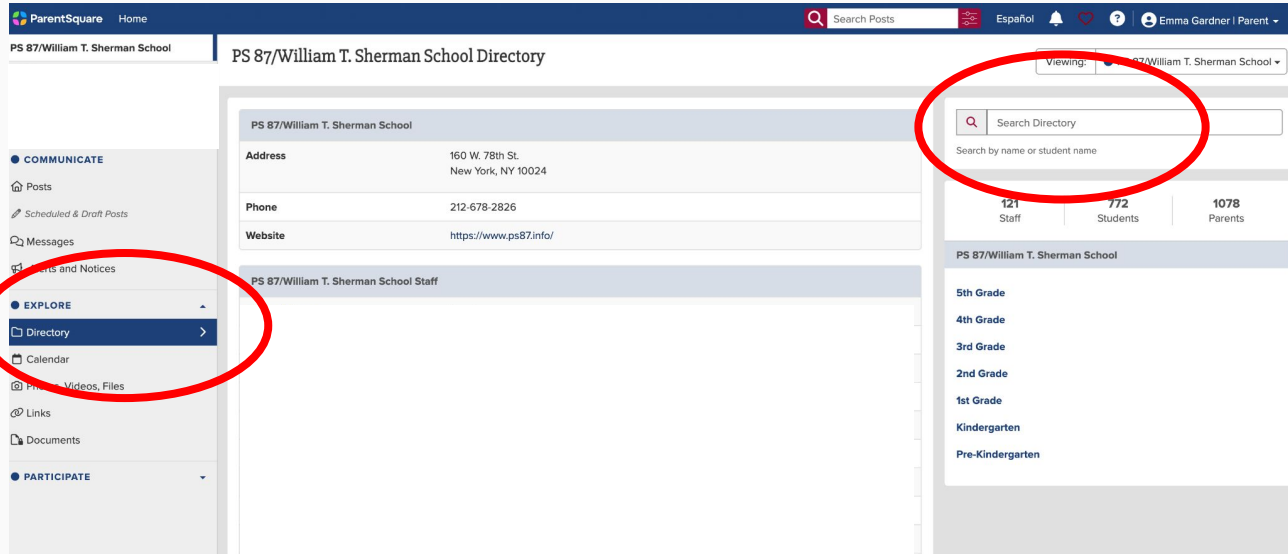
Hint: If you click on the three dots, you can find the directory.

Navigating ParentSquare

Accessing the Directory on Desktop

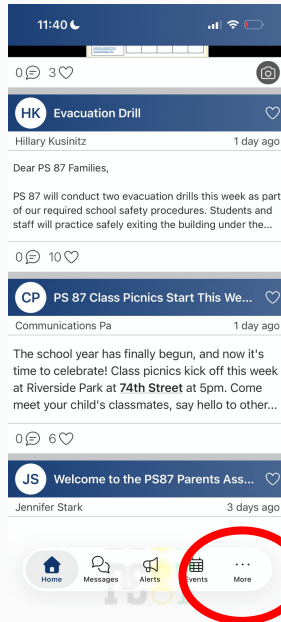
On the website, the Directory link is on the left.

You click on that and can search for students/parents or see all kids in a grade.

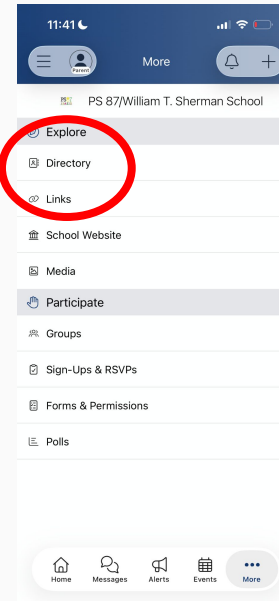


Navigating ParentSquare

Accessing the Directory on the App



On the app, the Directory is found by navigating to More (three dots)



Changing Your Settings

Three main settings to focus on

Changing Your Settings

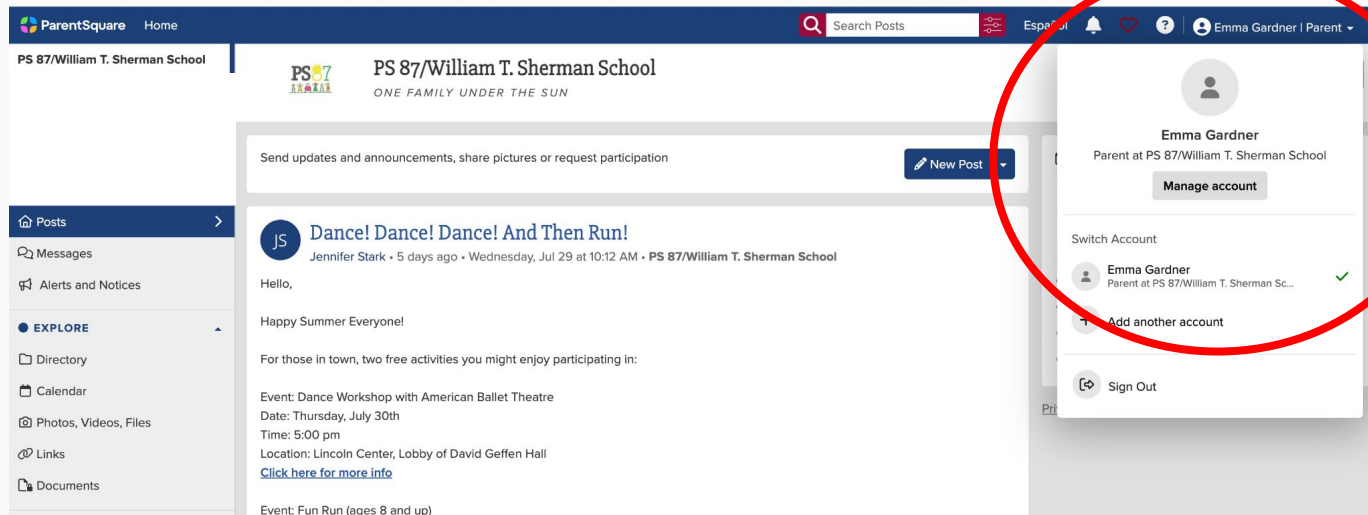
Overview

There are three main settings you may want to change within ParentSquare:

1. **Select how you get posts.** Instant emails, texts, or one daily digest.
2. **Set your language.** ParentSquare translates posts automatically.
3. **Change your directory visibility settings.** We recommend changing your directory visibility settings to **VISIBLE** so that other parents can find your contact information (phone number and email).

Changing Your Settings

Finding Settings on Desktop



The screenshot shows the ParentSquare desktop interface for PS 87/William T. Sherman School. The top navigation bar includes the ParentSquare logo, a search bar, and a user profile dropdown menu. The user profile dropdown menu is highlighted with a red circle and is open, showing the following options:

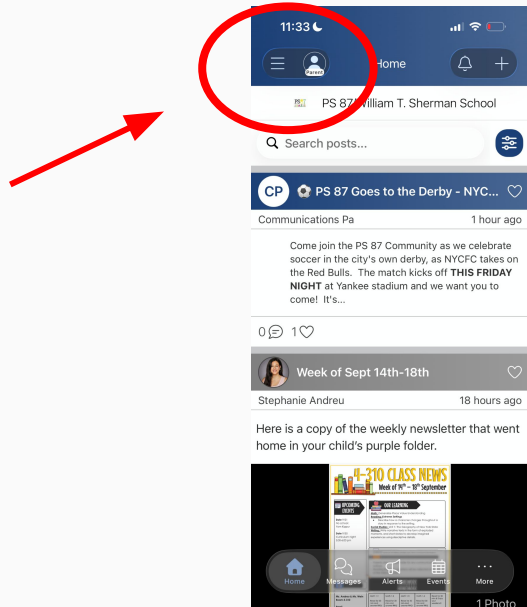
- Emma Gardner (Profile picture)
- Parent at PS 87/William T. Sherman School
- [Manage account](#)
- Switch Account
- Emma Gardner (Parent at PS 87/William T. Sherman Sc...)
- [Add another account](#)
- [Sign Out](#)

The main content area displays a post titled "Dance! Dance! Dance! And Then Run!" by Jennifer Stark, dated Wednesday, Jul 29 at 10:12 AM. The post includes a greeting, a link to a directory, and details about a dance workshop event.

Log in via your
computer and find
your settings here
+ click "Manage
Account".

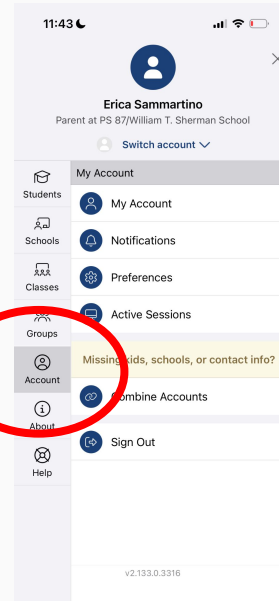
Changing Your Settings

Finding Settings on the App



Navigate to Menu
> Account

There you will see
your settings
categories



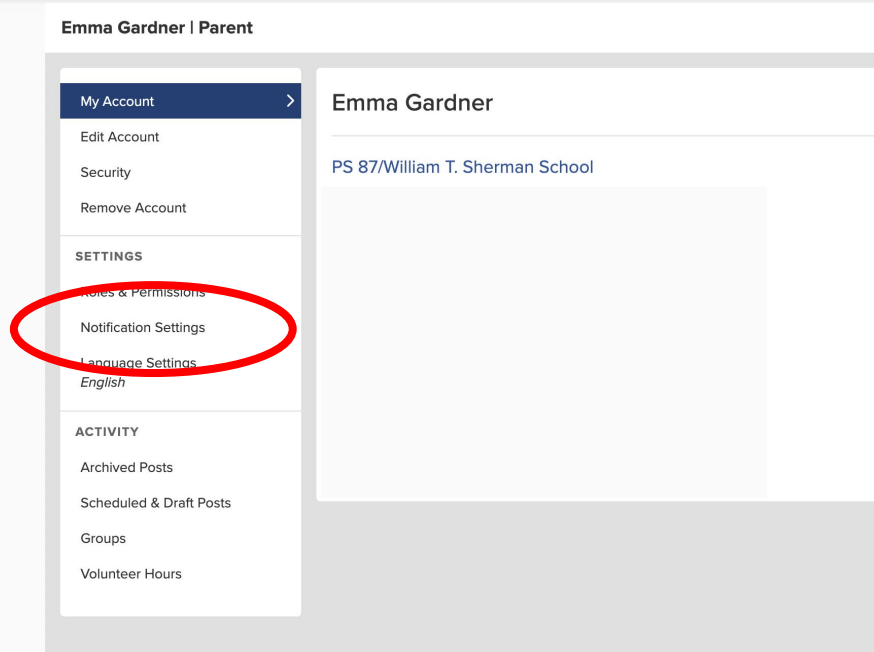
Changing Your Notification Settings

Changing Your Settings

Finding Your Notification Settings on Desktop

ParentSquare allows users to customize their notifications based on notification type and delivery method.

On your computer, go to “notification settings” under My Account.



Changing Your Settings

Notification Options on Desktop

Notification Settings: Emma Gardner

Preferred contact ⓘ

Automatic (best match) ▼

Posts ⓘ

PS 87/William T. Sherman School

Email Instant Mobile Instant ▼

Email

- ☒ Email Instant
- ☐ Email Digest
- ☐ Email Off

Mobile (App/Text)

- ☒ Mobile Instant
- ☐ Mobile Digest
- ☐ Mobile Off

Digest is recommended. It sends Post notifications set to Mobile are delivered right away. [Learn more](#)

By enabling text messaging, you will receive alerts, codes and updates. Message frequency varies. Reply [HELP](#)

You can decide how you want to receive posts—via email and/or mobile—and at what frequency.

You can also change the setting for Direct Messages.

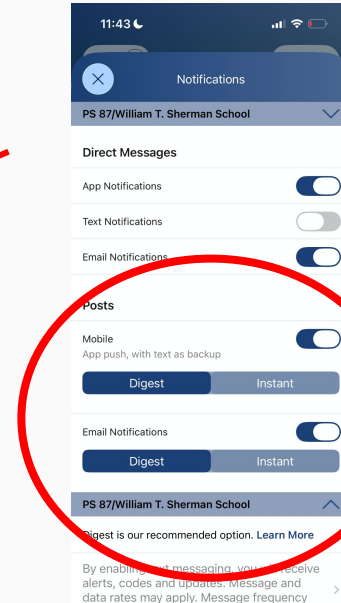
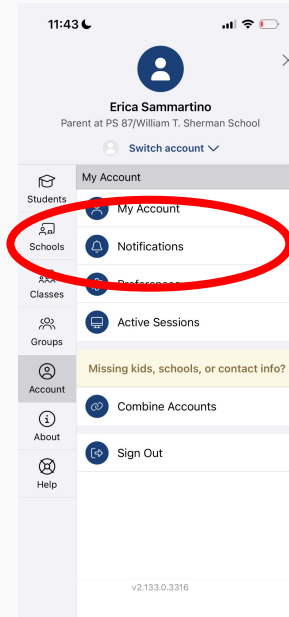
Changing Your Settings

Finding Your Notification Settings on the App

ParentSquare allows users to customize their notifications based on notification type and delivery method.

On the app, navigate to Menu > Account > Notifications

Choose between “Instant” and “Digest”



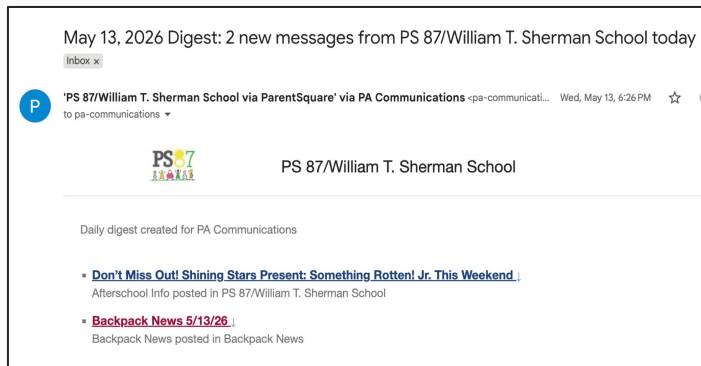
Changing Your Settings | Email Digest vs. Instant

Digest:

1x per day

Could have multiple emails in one digest

Subject line is not descriptive



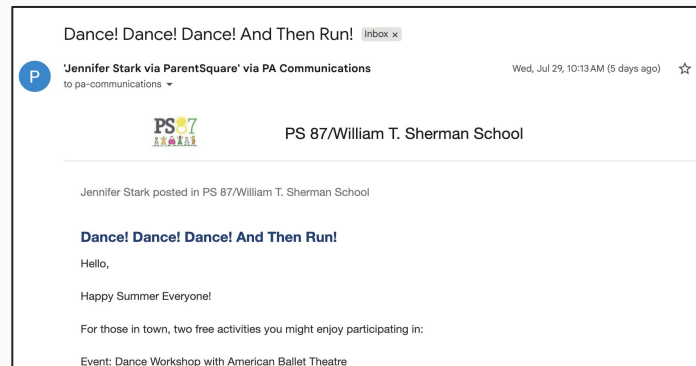
Note: in the case of time-sensitive posts, school and PA admin can override your digest settings to ensure you receive timely comms.

Instant:

As soon as sender hits "send"

One post per email

Descriptive headline

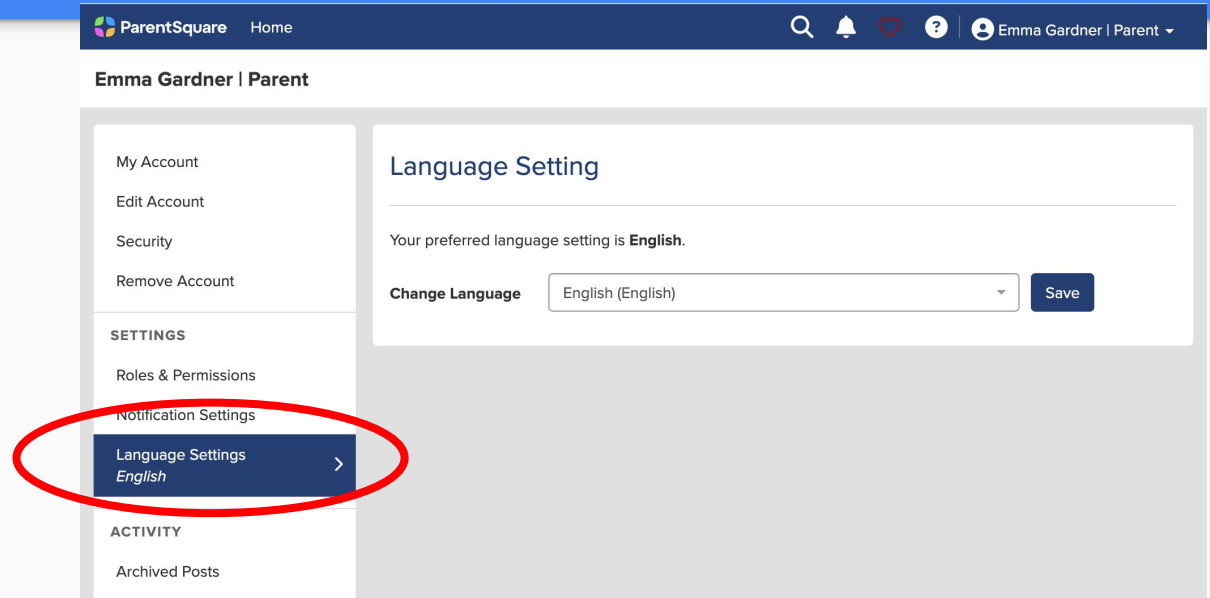


Changing Your Language Settings

Changing Your Settings on Desktop Language

On a computer: click your name, then Manage Account, then Language Settings.

Choose your language and save.
Posts arrive translated from then on.

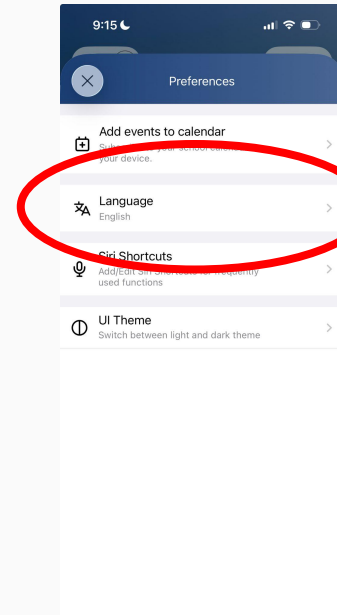
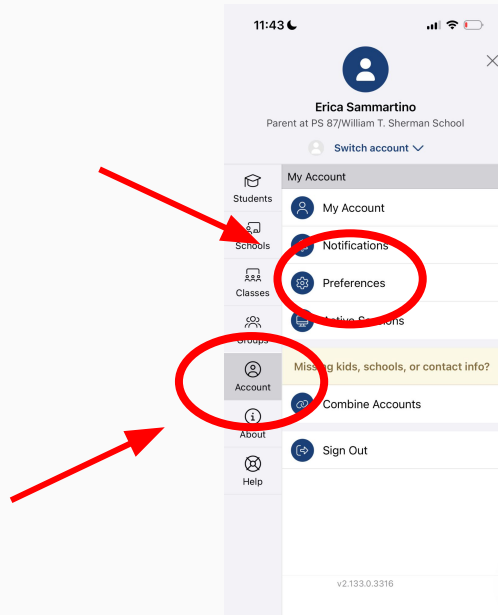


Changing Your Settings on the App

Language

On the app: navigate to Menu > Account > Preferences > Language

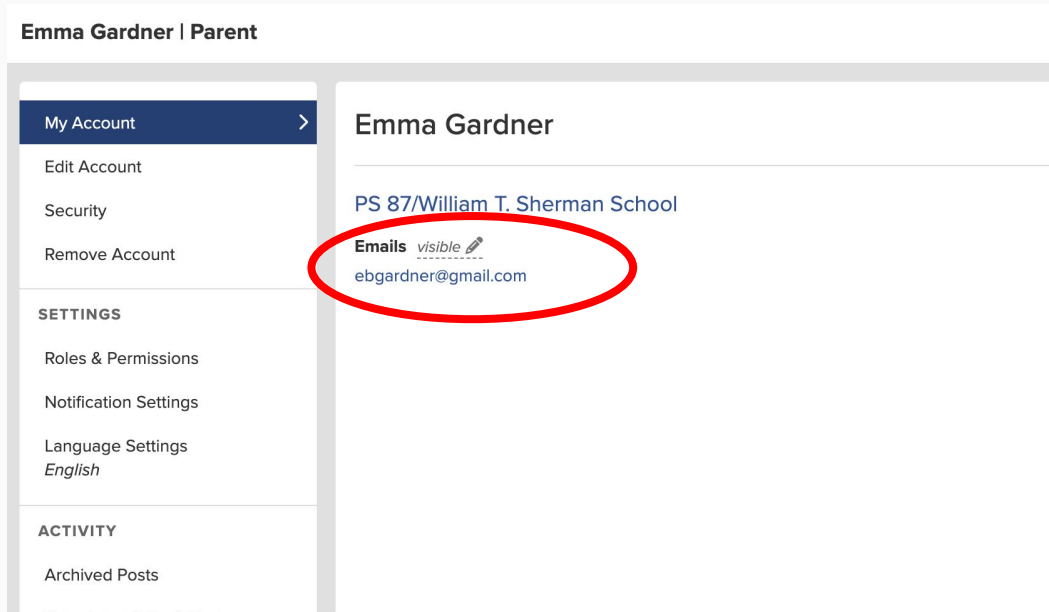
Choose your language and save.
Posts arrive translated from then on.



Changing Your Directory Settings

Changing Your Settings

Privacy/Directory Settings on Desktop



Under “My Account”, you can change if your email address or phone number is visible (public) or not.

We strongly recommend setting at least your email address to **Visible**. It's how other parents find you for birthday parties and playdates.

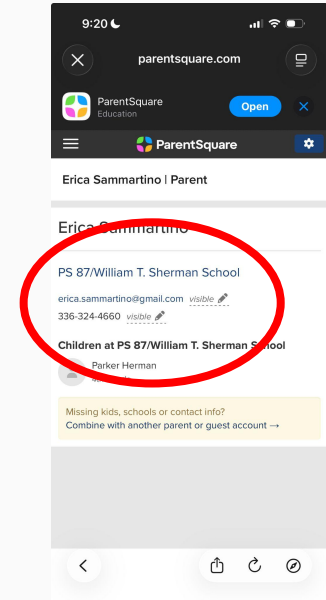
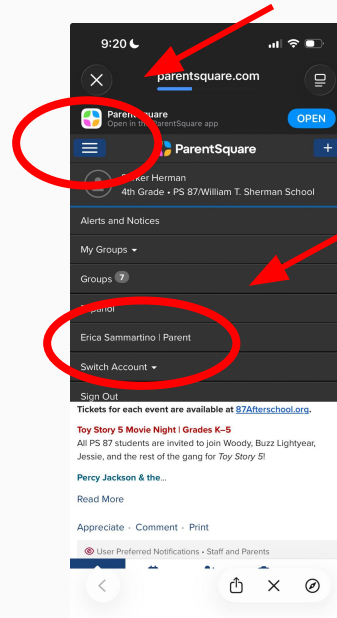
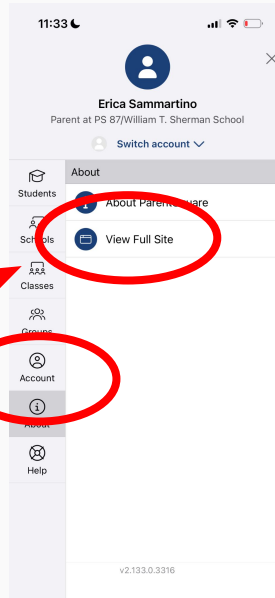
If you'd like it **Hidden (/Private)**, just click the “pencil” icon to change.

Changing Your Settings Privacy/Directory Settings on the App

In order to change your visibility settings from the App you first need to navigate to the full website.

Navigate to Menu > About > View Full Site

From the full site navigate again to Menu > [Your Name], from there you will be given the option to change your information to visible



More Questions?

Thoughts or Questions?

You can email pa-communications@ps87.info if you have questions or ideas for other ways to use or improve ParentSquare.

The ParentSquare FAQ is also very helpful. You can find it [HERE](#).