

Parent Portal

Once a parent has selected a student, the screen will refresh with that student's Personal Information and several additional tabs.

Note: The specific tabs available to parents will depend on district settings. This document provides a brief overview of the most common tabs that a parent user might see.

Student Record

The top portion of the screen will provide basic information about that student. This includes the student's full name, age, date of birth, primary language, address, phone number, grade, enrollment type, and building/school level. Depending on permissions, parents may also see that student's current location.

The screenshot displays the 'PERSONAL INFORMATION' section for a student named Jason Turner. It includes a profile picture, a 'Show/Hide' button (upward arrow), and a 'Done' button (rightward arrow). The student's details are as follows:

- Turner, Jason** (19484)
- FIRST: Jason
- LAST: Turner
- RESIDENCE: 202 Mulberry Drive, Rochester, NY 12345
- PHONES: H: (555) 425-6643
- HR TEACHER: Taylor, Joseph
- BUS INFO: 84(Karen Turner)

Below the personal information is a navigation bar with tabs: Contacts, Schedule, Attendance, Discipline, Grades, Assessments, Assignments, Letters, and Notes. The 'Contacts' tab is selected, showing a list of contacts:

Contact Name	Relationship	Address	Phone Numbers	Actions
Richard Turner	Father	202 Mulberry Drive Rochester, NY 12345	Home: (555) 425-6643 Cell: (555) 427-0293 Unl Work: (555) 428-4261 x0794	Home, Email, Show/Hide, Done
Karen Turner	Mother	202 Mulberry Drive Rochester, NY 12345	Home: (555) 425-6643 Cell: (555) 427-5656 Unl	Email, Show/Hide, Done
Nancy Spacely	Emergency Contact - Adult	644 Bullard Road Rochester, NY 12345	Home: (555) 425-6586 Cell: (555) 427-1133 Unl	Show/Hide, Done

Buttons available on the Personal Information section include the following:

- The Show / Hide information button allows the user to show or hide the Personal Information section.
- Done button will return the user to the main Home screen

The bottom portion of the screen will show the **Contacts** tab by default, but will change when other tabs are selected. Each of the tabs are described in detail on the following pages. The tabs available to you are dependent on district settings, so you may not see all of these tabs.

Contacts Tab

The Contacts tab provides a list of contacts associated with that student. This will show parents, guardians, and other adult contacts, and any siblings. The specific information that is displayed is based on permissions set by the district.

Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	Notes
STUDENT								
Contacts								
Richard Turner ✉ 202 Mulberry Drive Rochester, NY 12345	Father				Home: (555) 425-6643 Cell: (555) 427-0293 Unl Work: (555) 428-4261 x0794			
Karen Turner ✉ 202 Mulberry Drive Rochester, NY 12345	Mother				Home: (555) 425-6643 Cell: (555) 427-5656 Unl			
Nancy Spacely ✉ 644 Bullard Road Rochester, NY 12345	Emergency Contact - Adult				Home: (555) 425-6586 Cell: (555) 427-1133 Unl			

From the Contacts tab, a user may email any contact who has an email address listed. To send an email to a contact, click the Send Email ✉ button. An email form will open, allowing the parent to enter a subject and their desired message.

SEND EMAIL

FROM:
 Jerry Woolton (JWoolton@notscape.xom)

TO:
 Joseph Taylor (JTaylor@tmail.kom);

BCC:

SUBJECT:

BODY:

IMPORTANCE: Normal

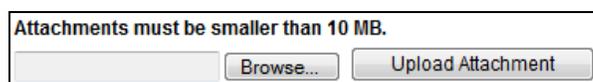
Attachments must be smaller than 10 MB.

No file chosen

SEND TO:

Note: The “From” and “To” fields will be pre-populated with the user’s email address in the “From” field and the contact’s email address in the “To” field. Parents may enter any additional recipient email addresses in the “BCC” (blind carbon copy) field.

- Users may add attachments by clicking the Browse and Upload buttons near the bottom of the screen.



- In addition, users may click the Check Spelling button to check the body of their message.
- When the message is ready to be sent, click the Send Email button at the bottom of the screen.

- To cancel the message, click the Done  button in the upper right corner of the screen to return to the Contacts tab without sending.

Schedule Tab

The Schedule tab provides a complete list of the student's schedule for the current school year. This list shows which course the student has during each period, which section number the student is in, the days that course meets, the room where the course meets, and the teacher who teaches that course.

Note: Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	Notes
STUDENT								
View: <input type="text" value="Schedule"/>								
<input checked="" type="radio"/> Standard View <input type="radio"/> Grid View								
Quarter 1 - Mindex MS : Middle								
Period	Section	Course	Days	Room	<input checked="" type="checkbox"/> Teacher			
	2	ELA Monitoring	A,B		<input checked="" type="checkbox"/> Ms. Morris			
1	1	Soc St 8	A,B	168	<input checked="" type="checkbox"/> Mr. Feeor			
2	2	Boys PE 8	B	GYM	<input checked="" type="checkbox"/> Mr. Williams			
2	1	Outdoor Life	A	168	<input checked="" type="checkbox"/> Mr. Feeor			
3	1	Acc Art	A,B	158	<input checked="" type="checkbox"/> Mr. Harris			
4	6	Science 8	A,B	179	<input checked="" type="checkbox"/> Mr. Fiasco			
5-1 - 5-2	2	Math 8	A,B	169	<input checked="" type="checkbox"/> Ms. Brooks <input checked="" type="checkbox"/> Mrs. Spacely			
5-3	1	Lunch	A,B	CAFE				
6	3	Spanish 8	A,B	166	<input checked="" type="checkbox"/> Ms. Taylor			
7	2	AIS/Curriculum Support 8	A	167	<input checked="" type="checkbox"/> Mrs. Spacely			
7	13	Homework Hall 7/8	B	154	<input checked="" type="checkbox"/> Mr. Butler			
8	4	English 8	A,B	160	<input checked="" type="checkbox"/> Morgan			

Parents may use the Send Email  button to email any teacher who has an email address listed. To send an email use the process described under the **Contacts Tab** section.

The schedule may be viewed in Standard View, or in Grid View. Parents may switch between views by clicking the appropriate radio button and waiting for the page to refresh with the new view.

Clicking on the Print Schedule  button will allow users to print Student Schedule report in a new window. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

Note: The specific report formats available in this area are determined by the district. The following are samples of two commonly used reports.

Standard Grid Report Sample

High School						
Student Name: HEMINGWAY, Greg		Student Number: 902046		Grade: 9	Homeroom:	
111 Main St. Rochester, NY 90210		Locker:	Combo:	Counselor:		
Semester: Fall						
	1	2	3	4	5	6
Period 1 Time 8:00 - 8:45	ALGEBRA II Wilson(359)					
Period 2 Time 8:50 - 9:35	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)	CONCERT BAND II Bonnert(218)	EARTH SCIENCE Rofriguez(266)	EARTH SCIENCE Rofriguez(266)
Period 3 Time 9:40 - 10:25	SOCIAL STUDIES 9 Perry(104)	FRENCH 2 Lee(410)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)	SOCIAL STUDIES 9 Perry(104)
Period 4 Time 10:30 - 11:15	SKILLS LAB Rollins(315)					
Period 5 Time 11:20 - 12:05	LRR Walker(352)					
Period 6 Time 12:10 - 12:55	FRENCH 2 ES Briggs(404)	LAW & GOVERNMENT Fairrow(201)				
Period 7 Time 1:00 - 1:45	ART OF COMMUNICATION Yellow(319)					
Period 8 Time 1:50 - 2:35	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)	PE 9-10B Baily(GYM)	PSYCHOLOGY Shear(326)

Standard Schedule Report Sample

Student Schedule							
						12/02/2008	
Changed Date: 12/02/2008							
Student ID	Student Name		Gender	Grade	HomeRoom	DOB	
902046	HEMINGWAY, Greg		M	9		08/05/1992	
						Locker	
Course ID	Sect.	Semesters	Course Name	Room	Period	Days Met	Teacher
32200	1	F, S	ALGEBRA II	359	1	1,2,3,4,5,6	Wilson
40000	2	F, S	EARTH SCIENCE	266	2	1,2,3,5,6	Rofriguez
65400	1	F, S	CONCERT BAND II	218	2	4	Bonnert
10000	6	F, S	SOCIAL STUDIES 9	104	3	1,3,4,5,6	Perry
20400	1	F, S	FRENCH 2	410	3	2	Lee
82000	4	F, S	SKILLS LAB	315	4	1,2,3,4,5,6	Rollins
81000	9	F, S	LRR	352	5	1,2,3,4,5,6	
20600	2	F, S	FRENCH 2 ES	404	6	1,2,3,4,5	
12300	10	F	LAW & GOVERNMENT	201	6	6	Fairrow
05200	7	F, S	ART OF COMMUNICATION		7	1,2,3,4,5,6	
70100	8	F	PE 9-10B	GYM	8	1,3,5	Baily
12600	2	F	PSYCHOLOGY	326	8	2,4,6	Shear

Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may view a summary of Daily Attendance, All Course Attendance, or Missed Course Attendance by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year. Keep in mind that not all districts are configured the same way, so some of these options may not be available for all users.

- The Daily Attendance view shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.

- The Course Attendance options (All, Missed Courses, and Attendance Letter) allow users to see a summary of course attendance for that year:
 - All: shows all course absences, including those that are tied to daily absences.
 - Missed Classes: shows all period misses where the student was marked absent by a teacher (this view only includes period misses for times when the student was expected to be in class, and does not include period absences that are tied to daily absences).
 - Attendance Letter: shows a list of period attendance that may contribute to attendance policy letters.

STUDENT		
<input checked="" type="radio"/> Daily Attendance <input type="radio"/> Course Attendance All ?		
SCHOOL YEAR: 2018-2019 ?		
Type	Date	Reason
Late Arrival	6/13/2019 8:00 AM	Late - Unexcused
Late Arrival	6/7/2019 7:54 AM	Late - Unexcused
Late Arrival	6/6/2019 9:33 AM	Late - Unexcused
Late Arrival	5/30/2019 7:56 AM	Late - Unexcused
Absent	5/17/2019	Unexcused Absence

Note: Each summary view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

Discipline Tab

On the Discipline tab, parents can view a list of all discipline incidents the student has received for the selected year. Users may view incidents from past years by selecting a different year from the drop-down menu at the top left corner.

Depending on district configuration, these may include classroom incidents and/or referrals. The list shows the student's grade, the date seen, the date of the incident, the incident type, the offense type, the disposition assigned for that incident, and any related disposition points. This tab will also show the total points accumulated for that year.

Note: Not all districts use disposition points. If your district does not use points, this information will not be displayed.

Depending on user permissions and district settings, users may be able to see all incidents for that student or only those for which a "Date Seen" has been entered.

STUDENT							
2019-2020 +							
	Date Seen	Incident Date	Incident Type	Offense	Disposition		
				9/24/2019	Referral	Disruption of Classroom(...)	None
				9/20/2019	Referral	Disorderly conduct	None
				9/19/2019	Referral	Misuse of Electronic Devices	None
				9/18/2019	Referral	Inappropriate Language	None