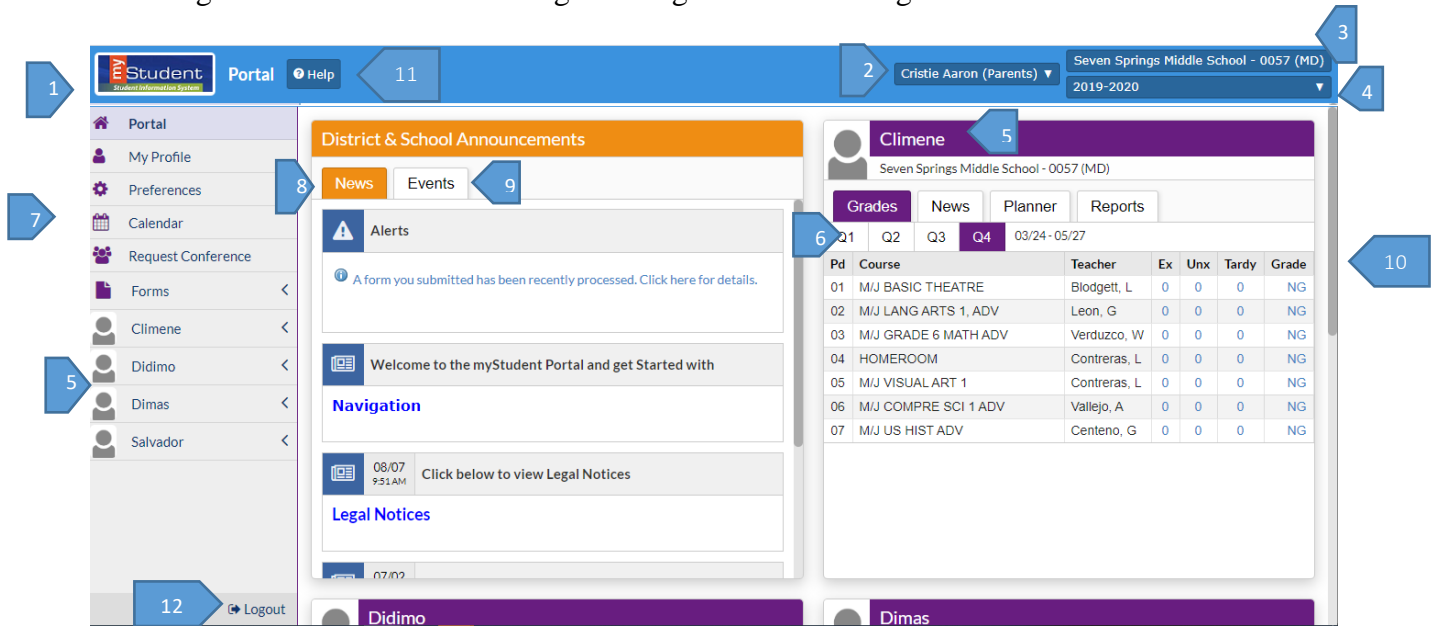


Navigating the Parent Portal

Once you have created a Parent Portal Account and attached your students, you will be signed into the Portal. Parents can view useful notifications and information related to their child, including real-time alerts and messages through their Portal Page.



The screenshot shows the myStudent Parent Portal interface. The top navigation bar includes the myStudent logo (1), the word 'Portal', a 'Help' button, and the user's name 'Cristie Aaron (Parents)' (2). To the right, it displays the school name 'Seven Springs Middle School - 0057 (MD)' (3) and the school year '2019-2020' (4). The main content area is divided into several sections: a left-hand navigation menu (7) with options like 'Portal', 'My Profile', 'Preferences', 'Calendar', 'Request Conference', 'Forms', and a list of student names (5) including 'Climene', 'Didimo', 'Dimas', and 'Salvador'; a central 'District & School Announcements' section (8) with 'News' and 'Events' tabs (9) and an 'Alerts' section; and a right-hand 'Student Card' (10) for 'Climene' showing a 'Grades' table for the period '03/24 - 05/27'. The table lists courses, teachers, and attendance metrics. A 'Logout' button (12) is located at the bottom left.

1. **myStudent Logo**– Click on the logo to return to the portal page
2. **User Name** – Displays your first and last name
3. **School Name** – Displays the school for the selected child
4. **School year pull-down** –Navigates between the current year and prior/future years
5. **Child(ren’s) name**- Parents with multiple students can switch between their children by selecting the name on the left and accessing menu options or by selecting the tabs on each name card
6. **Marking Period** – Displays a list of available marking periods during the school year. Defaults to the currently active marking period
7. **Main Menu**- menus that allows users to navigate to different screens within myStudent
8. **News tab - Alerts**-These are any alerts specific to the user’s child such as: Absences, Referrals, or Unpaid Fees. **Welcome** announcements or links, **Legal Notices**, **Bus Routes**, **Student Fees**
9. **Events tab**- District/school calendar of upcoming events the user can click on the View Calendar link to view the school’s calendar for the entire year
10. **Student Card** -Lists the user’s child’s/children’s classes along with their current grade for secondary schools, this is not available for Elementary level students.
 - Grades tab - Clicking the course or grade links will take the user to the Assignments & Grades screen for the student’s class. (see below for Assignment details)
 - News tab – School/Student specific information



myStudent Documentation

Navigating the Parent Portal

- Planner tab – Displays Assignment Due Dates
- Reports tab – Displays downloads for Report Cards, Progress Reports, Test Scores

11. Help- Provides Contextual help for the current page

12. Logout- Closes the myStudent application, the system will time-out after 24 minutes of inactivity

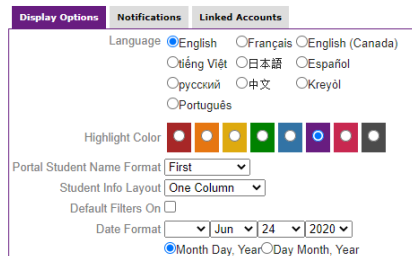
My Profile – includes list of **Attached Students**, **General** and **Parent Legal Notices**



Preferences – includes **Display Options**, **Notifications** and **Linked Accounts**

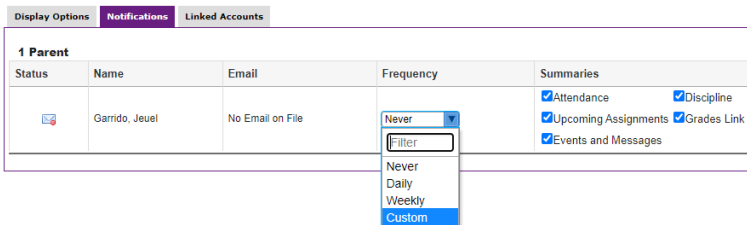
Display Options tab

Allows Parents to configure the Language, Highlight Color, Portal Student Name Format, Student Info Layout, Default Filters On and the Date Format.



Notifications tab

Allows the user to set the frequency and type of notifications



Note: A Daily or Weekly selection does not give options for threshold notifications.




Navigating the Parent Portal

Custom notifications can be selected as an option for Frequency.

Options are available to set thresholds for when notifications are sent, to the email address on file, regarding grades, absences and discipline.

Note: Some notifications are only available for Secondary level students.

1. The email that will receive notifications.
2. Frequency of notifications. (Daily, Weekly or Custom) Only the Custom option provides the choices for Grades, Absence and Discipline thresholds.
3. Grades - Enter a course grade average, course letter grade or Assignment score % as a threshold. (Secondary)
4. Absences - Select the number of days absent within a specified number of days.
5. Receive notice if the student receives a referral
6. Select Save to update changes.

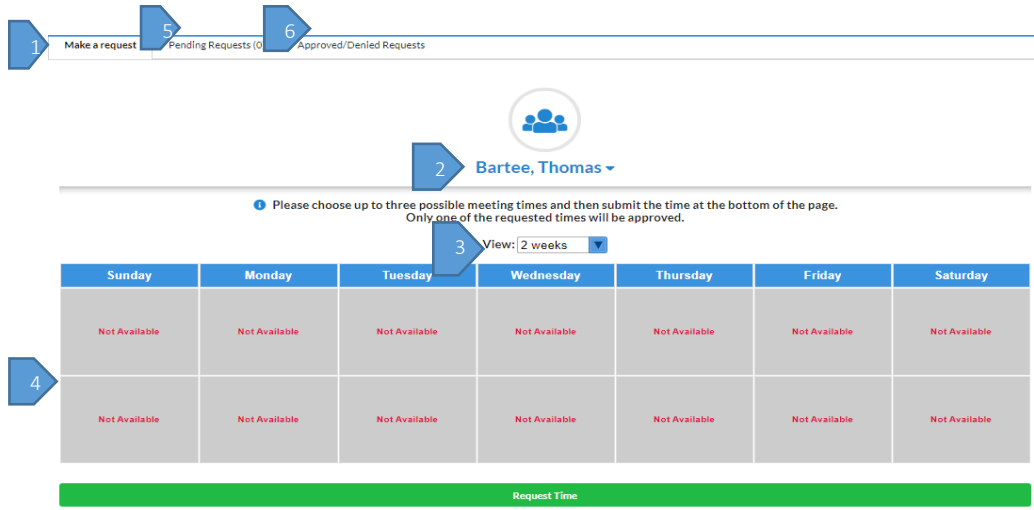
Note: Hovering or clicking on the  will give the user instructions.

Calendar – An interactive calendar

1. Use arrows to switch months
2. Display – select Assignments, Lessons or Units
3. Select the + symbol to add events
4. Choose between Month or Week display

Navigating the Parent Portal

Request Conference – Tab selections include Make a Request, Pending Requests or Approved/Denied Requests



The screenshot shows the 'Request Conference' interface. At the top, there are three tabs: 'Make a request' (1), 'Pending Requests (0)' (5), and 'Approved/Denied Requests' (6). Below the tabs is a user selection dropdown menu showing 'Bartee, Thomas' (2). A message states: 'Please choose up to three possible meeting times and then submit the time at the bottom of the page. Only one of the requested times will be approved.' Below this is a 'View: 2 weeks' dropdown (3). The main area is a calendar grid with columns for Sunday through Saturday. All cells in the grid contain the text 'Not Available'. At the bottom of the grid is a green button labeled 'Request Time' (4).

1. Make a Request tab
2. Select Teacher from the drop-down menu
3. Select Weeks to view and select days/times
4. Select Request Time to submit for approval
5. Pending Requests submitted for approval
6. Approved/Denied Requests

Forms – Multiple Links to available online forms - only select forms that pertain to your child.

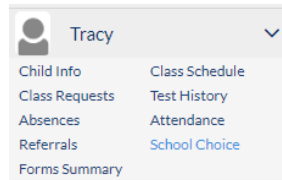
- Forms can be submitted by selecting **Save**
- Forms can be saved for a later date by selecting **Save and Continue**
 - Select Forms and select the link of the form needed for completion

My Child Menu

The myStudent Parent Portal is a tool designed to enhance parent's access to their child's education. Parents can review their student's information, schedule, attendance and more. The **My Child** menu shows each of the pieces the user, as the parent, can access.

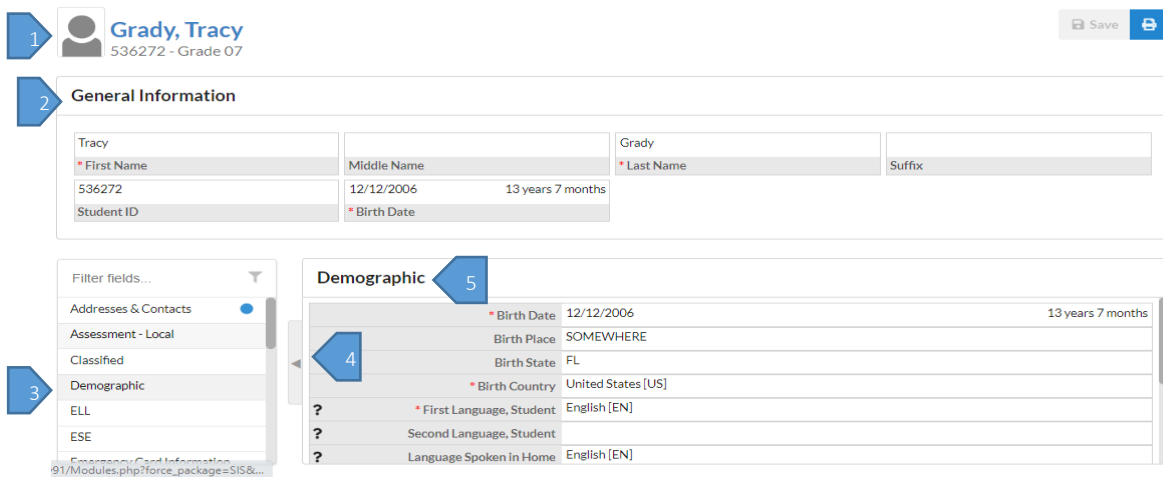
The following section reviews the **My Child** menu options:

Navigating the Parent Portal



Child Info

The **Child Info** screen lists demographic information regarding the user's child. Parents can review any of the information for accuracy and contact the school if changes should be made. Select a child from the side menu, if there are multiple children to select.



1 Grady, Tracy
536272 - Grade 07

2 General Information

Tracy	Middle Name	Grady	Suffix
* First Name		* Last Name	
536272	12/12/2006	13 years 7 months	
Student ID	* Birth Date		

3 Filter fields...

- Addresses & Contacts
- Assessment - Local
- Classified
- Demographic
- ELL
- ESE

4 Demographic

* Birth Date	12/12/2006	13 years 7 months
Birth Place	SOMEWHERE	
Birth State	FL	
* Birth Country	United States [US]	
* First Language, Student	English [EN]	
Second Language, Student		
Language Spoken in Home	English [EN]	

1. This is the student's name. By clicking on the name, a box will appear with the General Information of the student.
2. This **General Information** area can collapse by clicking on the student's name.
3. Numerous menu options allow the user to view information for the student. The Filter Fields box can be used to search for a specific screen.
4. The **Parent Information** menu contains:
 - **Student Password**
 - **Parent PIN**
 - **Lunch Balance**
 - **PIN for Account use at School Vending Machines**
 - **Student Personal Email Address** -can be edited by student and parent
 - **Student Preferred Phone** -can be edited by student and parent
5. The user can click the arrow to close the list of screens and expand the student information section of the screen.
Note: Clicking on the arrow will reopen the list of screens.
6. The main screen will display the information/screen selected



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Navigating the Parent Portal

Class Requests – For 6 – 12th grade students only. Displays course requests entered at the school level.

7 Requests And 4 Alternates
1.00 Credits And 6.00 Units

Approved by Counselor: No Locked for Students: Yes

If you would like to view course requests for the 2020-2021 school year, please click here:

[Switch to 2020-2021](#)

Export Filter: OFF

Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Appro
EX ROBOTICS TECH/CP (8600072Z)	0.00	8600072Z	5						<input type="checkbox"/>
EX TECH DSGN & CP (8600082Z)	0.00	8600082Z	1						<input type="checkbox"/>
EXP OF CJ OCCS (8900220Z)	0.00	8900220Z	2						<input type="checkbox"/>
M/J CIVICS ADV (2106020Z)	0.00	2106020Z							<input type="checkbox"/>
M/J COMPRE PE GR7/8 (1508070Z)	0.00	1508070Z							<input type="checkbox"/>
M/J COMPRE SCI 2 ADV (2002080Z)	0.00	2002080Z							<input type="checkbox"/>
M/J EXPLORING 2D ART (0101005Z)	0.00	0101005Z	4						<input type="checkbox"/>
M/J GRADE 7 MATH ADV (1205050Z)	0.00	1205050Z							<input type="checkbox"/>
M/J JOURN 1 (1006000Z)	0.00	1006000Z	3						<input type="checkbox"/>
M/J LANG ARTS 2, ADV (1001050Z)	0.00	1001050Z							<input type="checkbox"/>
SPANISH 1 (0708340Z)	1.00	0708340Z							<input type="checkbox"/>

Absences

The Absences Sub-menu displays an Absence Summary of the student's attendance.

Absent: 40 periods (during 8 days)

Other Marks: 11 periods (during 4 days)

NoShow	No Show (1st 10 days of school)	0 periods	Unexcused Tardy	1 periods
U	Unexcused Absence	12 periods	Non-Absence School Related Activity	8 periods
EX	Excused Absence - Other	28 periods -- 2 days	Non-Absence Clinic	0 periods
ER	Religious	0 periods	Non-Absence Taking Assessment	0 periods
EM	Medical	0 periods	Non-Absence ON Campus	0 periods
J	Judicial	0 periods	Non-Absence Intervention	0 periods
EF	Death in Family	0 periods	Excused Tardy	0 periods
OBS	Out-of-School Suspension	0 periods	Tardy and Left Early Same Period	0 periods
			Left Early/Early Dismissal this Period	2 periods
			In-School Suspension	0 periods
			Hospital/Homebound	0 periods
			Off-Campus Instruction	0 periods

Total Full Days Possible: 179
Total Full Days Attended: 177 (98.88%)
Total Full Days Absent: 2 (1.12%)
Inrollment Dates: Aug 12, 2019 - ...

Summary Chart

10 Days

Date	Daily	01	02	03	04	05	06
Sep 4, 2019	Present						EX
ABSENCES:		1	2	2	2	2	2
Unexcused Absences		4	3	3	4	4	5
Excused Absences		3	1	0	0	0	0
TARDIES:		1	0	0	0	0	0
Unexcused Tardies							

Referrals

The Referrals Sub-menu allows users to view a list of referrals the student has received.

Total Days of Discipline: 11
44 Out-of-School Suspension: 6 42 In-School Suspension: 5

7 Records Export Filter: OFF Toggle Columns Page Size: 20

Student	Student ID	Grade	Reporter	Incident Date	Submission Date	Processed	Incident	Incident ID	Context/When	Time Occurred
Daugherty, Cesaria	472169	07	Harris, Leona	01/23/2020	01/23/2020 2:02 pm	Processed		10028312	During School Hours [1]	10:01-10:30

To view referral details, click link on student name.





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Navigating the Parent Portal

Forms Summary – displays Available and Completed Forms

Available Forms

The district has made the following forms available for you to complete as needed to update information for **Cesaria Daugherty**. If you wish to submit a form for another student, please select the Form Summary for that student from the menu to the left.

- Application for Free and Reduced Lunch
- Annual Re-enrollment Secondary

Completed Forms

2 Records Filter: OFF

Student	Form	Completed Date	Processed Date	# of Changes			View Changes
				Approved	Denied	Pending	
Daugherty, Cesaria	Annual Re-enrollment Secondary	06/24/2020	06/24/2020	0	0	0	View Changes

Class Schedule

The Schedule Sub-menu displays the student’s current schedule

7 Classes at Land O’ Lakes High School - 0801 (HS) Customize Columns Search

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Sequence Override	Dropped
PRE-CALCULUS HON	Period 01 - 003 - John Michael Frump	1202340Z	003	MTWHF	01-539	Full Year	Aug 12, 2019	-	-
ENGLISH COMP II	Period 02 - S2 - 902A1 - Ramona G Quave	ENC1102D	902A1	MTWHF	01-409	Semester 2	Jan 7, 2020	-	-
ESCHOOL ON CAMPUS	Period 03 - 0303 - Tyler Montgomery Farr	ZZESCOMPZ	0303	MTWHF	01-537	Full Year	Aug 12, 2019	-	-
CHEM 1 HON	Period 04 - 004 - Leticia A Mancini	2003350Z	004	MTWHF	01-108	Full Year	Aug 12, 2019	-	-
US HISTORY FROM 1877	Period 05 - 902H8 - 902H8 - Mark L Rowland	AMH2020D	902H8	MTWHF	01-314	Semester 2	Jan 7, 2020	-	-
BUSINESS COOP ED OJT	Period 06 - 010 - Susan Carol Martin	82004106	010	MTWHF	01-512	Full Year	Aug 12, 2019	-	-
ESE CONSULT-AS-NEEDED	Period 15 - 001 - Ayesha Imani Clisset	ZZASNCNZ	001	MTWHF	01-503A	Full Year	Aug 12, 2019	-	-

Test History

The Test History Sub-menu displays a list of all imported tests the student has taken. It also displays the administration date, the school year, and grade level for each test.

25 Test Administrations Filter

Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
Language Assessment Scales (LAS)	Aug 28, 2016	2015-2016	10	-	-	-	No	-	-	-	-
iPT (iPT)	Aug 20, 2016	2015-2016	-	-	-	-	No	-	-	-	-
SAT Reasoning (SAS)	Aug 1, 2016	2015-2016	10	-	-	-	Yes	61	-	-	-
Local Assessment (LC2)	Nov 10, 2015	2015-2016	-	-	-	-	No	-	-	-	-
Local Assessment (LC2)	Oct 9, 2015	2015-2016	-	-	-	-	No	-	-	-	-
Duval Reads (DFRLA)	Nov 14, 2014	2014-2015	10	-	-	-	No	-	-	-	-

Attendance

The Attendance Sub-menu displays a chart with Daily or Period Attendance by Course within the Report Timeframe selected. May switch between Summary or Chart View.





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Report Timeframe: 12/02/2019 - 12/20/2019 Daily Update

Student ID: 398169 Save

Attendance breakdown for **Vigil, Anton** (#398169) Summary Chart

Export Filter: OFF

Course	Absences	Att Periods	Sched Periods	Daily Att %	12/2	12/3	12/4	12/5	12/6	12/9	12/10	12/11	12/12
Daily Attendance	1	-	-	-	P	P	P	P	P	P	P	P	P
PRE-CALCULUS HON (1202340Z)	1	14	15	93.3	P	P	P	P	P	P	P	P	P
Period 01 - 003 - John Michael Frump ENGLISH COMP 1 (ENC1101D)	1	14	15	93.3	P	P	P	P	P	P	P	P	P
Period 02 - S1 - 9001 - Ramona G Quave ESCHOOL ON CAMPUS (ZZESCHPZ)	1	14	15	93.3	P	P	P	P	P	P	P	P	P
Period 03 - 0303 - Tyler Montgomery Farr CHEM 1 HON (2003350Z)	1	14	15	93.3	P	P	P	P	P	P	P	P	P
Period 04 - 004 - Leticia A Mancini US HISTORY TO 1877 (AMH2010D)	2	13	15	86.7	P	P	P	P	P	P	P	P	P
Period 05 - 9005 - 9005 - Mark L Rowland BUSINESS COOP ED OUT (8200910S)	2	13	15	86.7	P	P	P	P	P	P	P	P	P
Period 06 - 010 - Susan Carol Martin ESE CONSULT-AS-NEEDED (ZZASNCNZ)	0	0	0	nan	-	-	-	-	-	-	-	-	-
Period 15 - 001 - Ayesha Imani Clisset	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Present	82	out of 90		91.1%	6	6	6	6	6	6	6	6	6
Total Absent	8				0	0	0	0	0	0	0	0	0
Course	Absences	Att Periods	Sched Periods	Daily Att %	12/2	12/3	12/4	12/5	12/6	12/9	12/10	12/11	12/12

School Choice

The School Choice Sub-menu displays school choice selections.

Grades Tab - Accessing Assignments & Grades - (SECONDARY Students ONLY)

Parents can monitor their child's progress in school by selecting the Grades tab from the Student Record Card along with the appropriate Marking Period. By selecting the Grade column for each course, it provides access to both assignments and grades that are entered by the teacher throughout the school year.

The **Assignments & Grades** menu lists all the classes, at the selected school, that your child is enrolled in.

PRE-CALCULUS HON - Period 01 - 003 - John Michael Frump (91% A)

Category	Percent of Grade	Score	Weighted Grade
Homework/Discussion	15%	98% A	91% A
Quiz	30%	97% A	
Test	55%	85% B	

Your Child's Score: 98% A, 97% A, 85% B, 91% A

Current grade in class: 91% A

15 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Assignment Files	Date Last Modified	Student Files
Trig Test	28 / 31	90%		Dec 19, 2019 08:21 AM	Dec 19, 2019 09:21 AM	Test		December 19, 2019, 8:26 am	No Assignment Uploading
IXL Review M.*	5 / 5	100%		Dec 16, 2019 08:21 AM	Dec 19, 2019 09:21 AM	Homework/Discussion		December 19, 2019, 8:21 am	No Assignment Uploading
Inverse Trig WRKSHT	5 / 5	100%		Dec 12, 2019 07:28 AM	Dec 13, 2019 08:28 AM	Homework/Discussion		December 16, 2019, 7:54 am	No Assignment Uploading
HW P. 280 7-19 odd, 59-62, 73-79 odd	4 / 5	80%		Dec 9, 2019 07:06 AM	Dec 10, 2019 08:06 AM	Homework/Discussion		December 10, 2019, 9:05 am	No Assignment Uploading
Quiz Unit Circle	19.5 / 20	98%		Dec 6, 2019 10:08 AM	Dec 6, 2019 02:00 PM	Quiz		December 10, 2019, 2:33 pm	No Assignment Uploading
IXL M.1 and M.4	5 / 5	100%		Dec 3, 2019 10:08 AM	Dec 6, 2019 11:08 AM	Homework/Discussion		December 6, 2019, 10:08 am	No Assignment Uploading
Logs and Exp. Test	18 / 23	78%		Nov 20, 2019 07:41 AM	Nov 20, 2019 08:41 AM	Test		December 20, 2019, 8:37 am	No Assignment Uploading

Once the user selects a class, a detailed view of your child's performance appears. From this screen, the parent can see a detailed breakdown of the classroom assignments. Listed at the top of the screen is a breakdown of the classroom assignment categories and their percentage towards final grade. Under the Percent of Grade, your child's score in each category is listed. The assignments section lists all of the tests, classwork, homework,





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Navigating the Parent Portal

projects etc. for the class. Each assignment grade, possible points, grade percentage, teacher comments, assigned date, due date, category, related files are viewable and date of last modification.

Viewing Marking Period Final Grades (ELEMENTARY and SECONDARY Students)

At the end of a marking period, parents can log in to see final grades. A download to view Progress Reports and Report Cards will be available under the Reports tab on the student card. Once the marking period is over, parents will notice the course grades will reset to “**Not Graded**” at the beginning of a marking period.

FREQUENTLY ASKED QUESTIONS:

- **WHO SHOULD USE myStudent Parent Portal?**

myStudent Parent Portal is available to all parents or guardians of Pasco County School District for students PK-12.

- **HOW DO I CREATE AN ACCOUNT?**

Visit the Pasco County Schools Website (pasco.k12.fl.us) and select the Parents link in the top blue ribbon. Select the myStudent option under School/Classroom Resources. Select Click Here to register. If your child was previously enrolled and you don't have access to the PIN, please select the box to add a child, then the box to re-enroll or link to an enrolled child and forgot my info.

- **WHAT HAPPENS WHEN MY CHILD MOVES TO ANOTHER SCHOOL?**

myStudent Parent Portal accounts roll over from year to year, so when your child moves from middle to high school, you do not have to create a new account. Also, if your student moves to another school within Pasco County, your account will be updated with the new school information once the enrollment is complete.

- **WHAT IF I CAN'T REMEMBER MY PASSWORD?**

If you have forgotten your username or password, please select Forgot Password? from the parent login screen. You will be emailed with a replacement password that you can use to login, then reset the password to a selection of your choice after re-entry.

- **HAVING PROBLEMS?**



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Navigating the Parent Portal

If you are experiencing problems with logging in or navigating the site, please contact Tech Help at 813-794-2859 or select Need Help? From the parent login screen. If you have questions about your student's information, such as grades, attendance, discipline, or addresses and contacts, please contact your student's school.