

Parent Portal for District Staff

No real student or parent data was used in this video. Not all states currently use Parent Portal.

To begin, click the “Parents” option under the Settings dropdown menu. If you do not see the “Parents” option, this means your state does not have Parent Portal turned on.

To simply view parents, select the criteria from your state, district, and school. Click Search.

The table below generates any parents with those criteria. If you wish to edit a parent’s information, click anywhere in that parent’s row, and click Edit.

You may delete a student assigned to a parent or change that parent’s email address.

To upload a new parent, click the Upload Parent tab.

Note that only the District Test Coordinator can perform the functions of uploading parents, while other Educator Portal roles do not have that permission.

Click the question mark icon next to “File” and select Parent Upload Template to download a blank template form.

Here you will fill out all the relevant information on your parent data.

When finished, go to Select File, locate where you saved the Parent Upload Template, and click open.

Click Upload.

Note: There are 4 versions of uploading. Two for District and Two for School. Both have a Standard and an Append upload. The standard upload deletes any previous data or uploads and replaces it with your new upload. The append upload adds to what’s already been uploaded, while ignoring duplicate parents.

After uploading, this will populate the table with that parent’s information.

If you need to do a quick add for a parent, click the Add Parent tab. Enter their email address and click add. This will prompt you to type in their SSID number. Click Submit to add the new parent.

If you wish to update a parent record already inputted, you will need to locate Parent Extracts. Click the Data Extracts option under the Reports dropdown menu.

Click New File, and it will generate a new extract that you can open and edit.

Once you have opened the extract, you will need to remove these three columns so that the extract will match the regular template for uploading a parent.

Continue to update the extract with the new relevant parent data and save this file.

Go back to the Settings menu. Click on Parents, then click the Upload Parent tab.

Set your criteria and click Select File. Locate the parent extract you updated and saved, then click ok.

Click upload and select Standard to replace and update this parent extract. Click Upload to finish updating the parent record.

Please see the Parent Portal Manual for District Staff for more information or additional help.