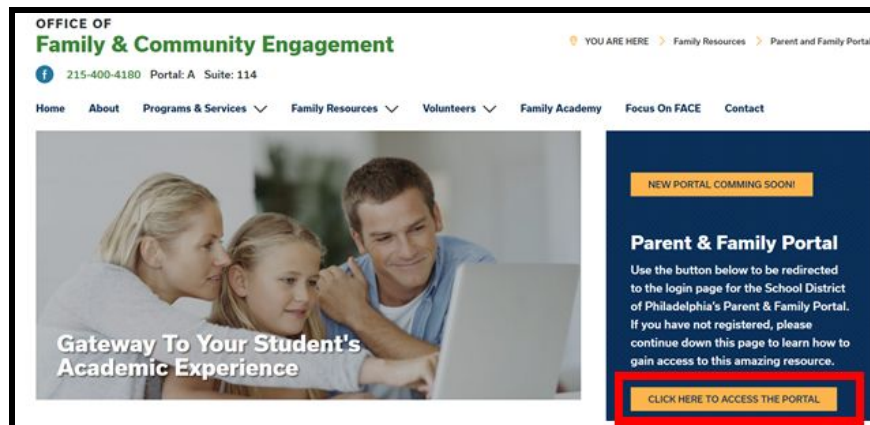


Philadelphia SIS Project: Viewing Information in the Parent & Family Portal

Accessing the Portal

1. Using the Mozilla Firefox internet browser, navigate to <http://philasd.org/pfportal>. Select the button that says "Click Here to Access the Portal" on the right hand side of the screen.



2. Enter the parent's district Username and Password. Click **Login**.

A screenshot of the login form titled "Enter your Username and Password". It contains two input fields: "Username:" and "Password:". Below the password field is a link that says "Forgot Your Password?". At the bottom, there are two buttons: "LOGIN" (highlighted with a red box) and "CLEAR". Below the buttons, it says "IT USE ONLY Requested Service:".

3. If a parent has multiple students in the district, he/she will need to select whose information to view by clicking on the **Select a Student** drop down located at the top of the screen.



Viewing Information in the Portal

1. Once logged in, a list of tools within the Parent Portal will display on the left side of the screen. Please see below for information regarding each section of the Student Portal.



Calendar

Page 5

The Calendar section of the Student Portal will display the selected month's calendar with all assignment due dates and attendance events marked on the appropriate days of that month.

Schedule

Page 6

The Schedule section will show the courses that the student is taking for all four marking periods (terms).

Attendance

Page 7

The Attendance section will show the attendance record for the student, including days the student was marked absent or tardy, as well as whether these attendance events were excused or unexcused.

Grades

Page 9

The Grades section will show In-Progress averages for all of the student's courses for the current and future marking periods (terms) and posted report card grades for all previous terms. It will also display assignment grades, due dates, and comments posted by the teacher.

Health

Page 11

The Health section will show the immunization record for the student.

Transportation

Page 12

The Transportation section will show the transportation record for the student.

To Do List

Page 15

The To Do List section will show a list of upcoming assignments as well as due dates for each assignment and a count of how many days the student has left to complete each assignment.

Reports

Page 16

The Reports section will display several reports that the student can run in relation to information found in the portal.

Demographics

Page 17

The Demographics section will display demographic and emergency contact information for the student.

Updating Emergency Contacts

Page 18

The Demographics section will also allow parents to update their student's emergency contact information.

Messages

Page 20

The Messages section will allow families to access the Parent & Family Launchpad, as well as read messages and announcements from school staff.

Household Information

Page 21

The Household Information section will allow parents to view and update their household phone number in the system.

Family Members

Page 22

The Family Members section will display information regarding each of the student's family members, including names, contact information, and relationship to the student.

Contact Preferences

Page 23

The Contact Preferences section will allow parents to update how they receive communication from their students' schools.

Notification Settings

Page 24

The Notifications section will allow parents to select which topics they receive notifications for in the portal.

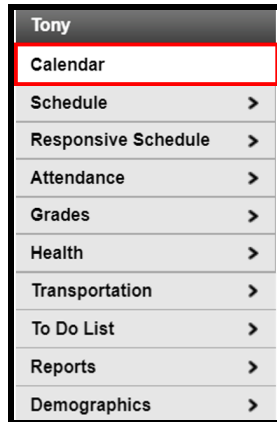
Changing the Portal Language

Page 25

Portal users will be able to select which language to view the portal information in.

Using the Calendar Section of the Portal

1. On the left side of the screen, select **Calendar**.



2. The calendar will show the current month. To navigate to a different month, use either the forward or back arrows.

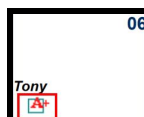


3. A calendar will display with icons to indicate all dates with either an assignment due or an attendance event.

A calendar grid for February 2018. The days of the week are listed at the top. The grid shows dates from 01 to 24. Icons for assignments (A+) and attendance events (sun) are placed on specific dates. The legend indicates that a red 'A+' icon represents an assignment due and a yellow sun icon represents an attendance event.

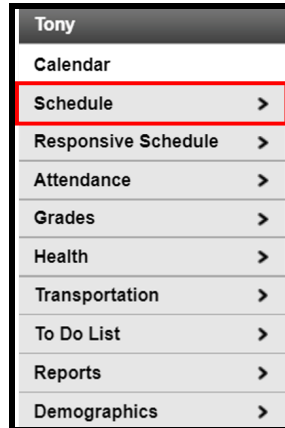
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				01	02	03
04	05	06	07	08	09	10
		Tony A+	Tony A+	Tony A+ ☀	Tony A+	
11	12	13	14	15	16	17
		Tony A+		Tony A+	Tony A+	
18	19	20	21	22	23	24

4. For additional information on a specific assignment or attendance event, click on the icon for the appropriate day.



Using the Schedule Section of the Portal

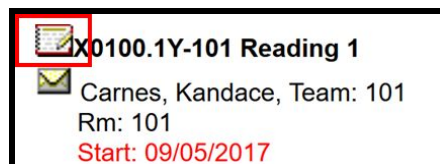
1. On the left side of the screen, select **Schedule**.



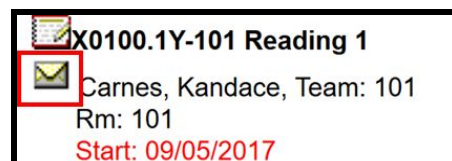
2. The student's course schedule for all four terms will be displayed in the center of the screen.

The 'Course Schedule' page displays a grid of classes for four terms: Term MP1 (07/03/17-10/30/17), Term MP2 (10/31/17-01/26/18), Term MP3 (01/29/18-04/20/18), and Term MP4 (04/23/18-06/30/18). The grid is organized by AM and PM classes. Each class entry includes a notebook icon (for assignments/grades) and an envelope icon (for teacher contact). The classes listed are: HR1-101 Homeroom01, X0100.1Y-101 Reading 1, X0200.1Y-101 Writing 1, X0300.1Y-101 Oral Communication 1, X1000.1Y-101 Social Studies 1, X2000.1Y-101 Mathematics 1, and X3000.1Y-101 Science 1. Each entry also shows the teacher's name (Carnes, Kandace), team (Team: 101), room (Rm: 101), and start date (09/05/2017).

3. For information regarding assignments or grades for a particular class, click on the notebook icon.

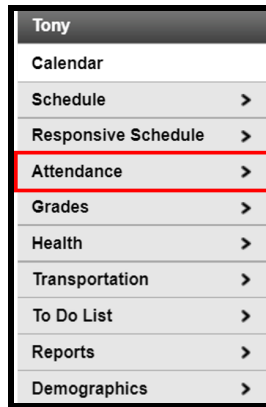


4. To obtain a teacher's contact information, click on the envelope icon next to that teacher's name.

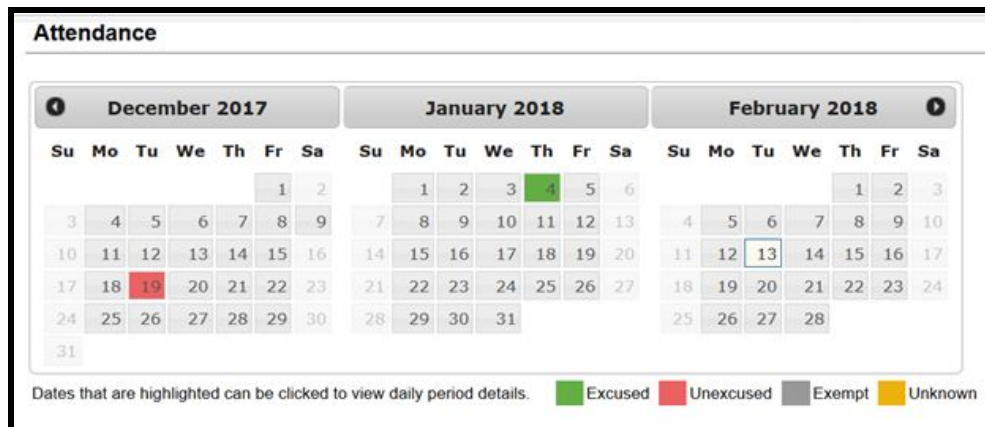


Using the Attendance Section of the Portal

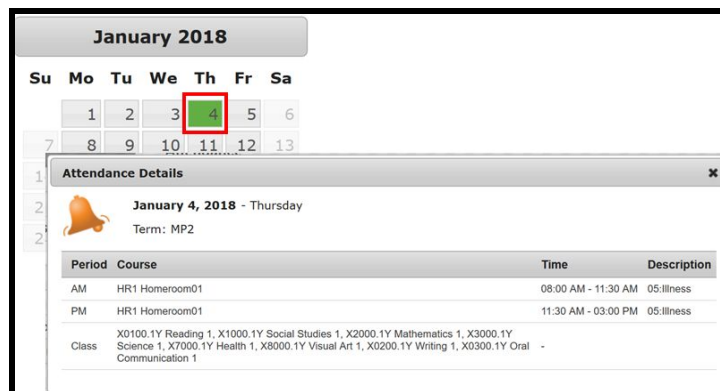
1. On the left side of the screen, select **Attendance**.



2. The student's attendance information will appear in the center of the screen. Days on the calendar highlighted in red will indicate an unexcused absence/tardy and days highlighted in green will indicate an excused absence/tardy.



3. Click on the specific day of the attendance event to view additional information.



4. Scroll down to see absences and tardies sorted by **Course**, **Period**, **Day**, and **Term**.

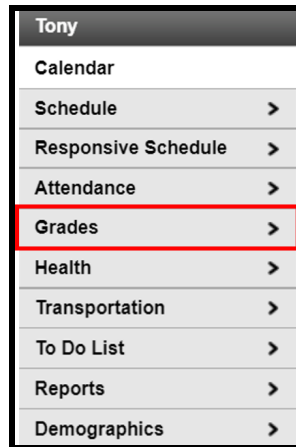
The image shows four overlapping screenshots of the attendance summary interface, each with a different filter selected and highlighted in a red box:

- Course:** Attendance Summary by Course. Shows a table with columns: Course, Teacher, Periods Absent, Tardy. Data row: HR1 Homeroom01, Carnes, Kandace, 8, 1.
- Period:** Attendance Summary by Period. Term: MP3 (01/29/2018 - 04/20/2018). Shows a table with columns: Period, Absent, Tardy. Data rows: AM (08:00 AM-11:30 AM) 1 0, PM (11:30 AM-03:00 PM) 1 0, Class 0 0, Total 2 0.
- Day:** Attendance Summary by Day. Shows a table with columns: Date, AM, PM, Class. Data rows: 02/23/2018 Fri (A, A), 01/04/2018 Thu (A, A), 12/19/2017 Tue (A, A), 09/28/2017 Thu (T), 09/15/2017 Fri (A, A). Totals: Absent Totals (4, 4, 0), Tardy Totals (1).
- Term:** Attendance Summary by Term. Shows a table with columns: Term, Days Absent, Periods Absent, Tardy. Data rows: MP1 (07/03/2017-10/30/2017) 1 2 1, MP2 (10/31/2017-01/26/2018) 2 4 0, MP3 (01/29/2018-04/20/2018) 1 2 0, MP4 (04/23/2018-06/30/2018) 0 0 0, Total 4 8 1.

Note: In K8 schools, the school day is made up of 2 periods, AM and PM. For this reason, if a student is absent for an entire day, that student will show up with 2 period absences.

Using the Grades Section of the Portal

1. On the left side of the screen, select **Grades**.



2. A list of recently graded assignments will appear at the top of the screen. For more information on a particular assignment, click on the name of the assignment.

Grades					
Recently Graded Assignments					
Posted	Course	Assignment	Score	Total	Percent
5 hours ago	X0100.1Y - Reading 1	Project *Missing	0	50	0%
5 hours ago	X1000.1Y - Social Studies 1	States Quiz	19	20	95%
5 hours ago	X2000.1Y - Mathematics 1	Unit 3 Test	86	100	86%
5 hours ago	X2000.1Y - Mathematics 1	Fractions Homework	9	10	90%
5 hours ago	X0100.1Y - Reading 1	Test 1	20	25	80%

3. Scroll down to see previous marking period grades and current marking period averages.

Grades By Course					
		MP1	MP2	MP3	MP4
X2000.1Y-101 Mathematics 1 - Carnes, Kandace Term Grade: 86.00% B 89.00% B 86.80% B					
X0300.1Y-101 Oral Communication 1 - Carnes, Kandace Term Grade: 90.00% A 87.00% B					
X1000.1Y-101 Social Studies 1 - Carnes, Kandace Term Grade: 93.00% A 92.00% A 95.00% A					

4. For additional information on the current marking period's assignments, click on the name of the course.

Grades By Course

Expand All Collapse All

In-Progress Grade Final Grade

X2000.1Y-101 Mathematics 1 Carnes, Kandace

	MP1	MP2	MP3	MP4
Term Grade	86.00% B	89.00% B	86.80% B	
Final Grade				

5. Additional information, including individual assignment scores and comments, will appear.

Grade Book Assignments for X2000.1Y-101 Mathematics 1

Teacher's comments about Tony:

X2000.1Y-101 Mathematics 1
Teacher: Carnes, Kandace

Grading Task Summary

Legend: Final Grade | In-Progress Grade | Future In-Progress Grade | Grade Not Available Yet

Grading Task	Marking Period MP1	Marking Period MP2	Marking Period MP3	Marking Period MP4
Term Grade	B 86%	B 89%	B 86.5%	
Final Grade				

Term MP3 Term Grade Detail

Tests / Quizzes (weight: 40.0)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Unit 3 Test	02/07/2018	02/07/2018	1.0	100	83	83		
Tests / Quizzes Totals				100	83	83%		

Class Work / Participation (weight: 30.0)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Warm up	02/08/2018	02/08/2018	1.0	10	9	90		
Class Work / Participation Totals				10	9	90%		

Homework (weight: 10.0)

Name	Due Date	Assigned Date	Multiplier	Pts Poss	Score	%	Turned In	Comments
Percentages Homework	02/06/2018	02/06/2018	1.0	10	8	80		Late
Fractions Homework	02/13/2018	02/13/2018	1.0	10	10	100		Great work!
Homework Totals				20	18	90%		

Using the Health Section of the Portal

1. On the left side of the screen, select **Health**.

Tony	
Calendar	
Schedule	>
Responsive Schedule	>
Attendance	>
Grades	>
Health	>
Transportation	>
To Do List	>
Reports	>
Demographics	>

2. The student's immunization record will display on the screen.

Health			
Immunizations			
* Vaccines with no Compliance Status are not mandatory or they contribute to the Compliance Status of another vaccine.			
Vaccine	Compliance Status	Doses	
		1	2
Diphtheria-tetanus-pertussis, combined [DTaP, DTP]	Non-Compliant		
Hepatitis B [Hep B]	Non-Compliant		
Measles-Mumps Rubella [MMR]	Non-Compliant		
Meningococcal	No Requirement		
Polio [IPV, OPV]	Non-Compliant		
Tetanus, Diphtheria and Acellular Pertussis [Tdap]	No Requirement		
Varicella	Non-Compliant	07/13/2010	06/26/2014

Using the Transportation Section of the Portal

1. On the left side of the screen, select **Transportation**.

Tony	
Calendar	
Schedule	>
Responsive Schedule	>
Attendance	>
Grades	>
Health	>
Transportation	>
To Do List	>
Reports	>

2. A description of the information included on the Transportation section will appear at the top. The student's current method of transportation will be displayed. District Transportation services include: *Vehicle (Bus/Cab)*, *Transpass*, or *Ineligible (No Service Assigned)*.

If a student's method of transportation is a **Vehicle** (Cab/Bus), the Parent & Family Portal will display the Route information under **Bus Detail**. Blank fields are not being used at this time.

Transportation	
Transportation Definitions	
In Bus: Type of transportation assigned. Possible options are:	
<ul style="list-style-type: none"> • Vehicle (for example, bus) • Transpass • Ineligible (Indicates the student is not eligible for transportation) 	
In Time: The time the student is picked up by the vehicle	
In Bus Stop: The location where the student is picked up by the vehicle (e.g. 3rd and Main)	
Route Number: Route name/number of vehicle (e.g. Route 2446 AM)	
Depot: Company or garage providing the vehicle route (e.g. Passyunk Garage)	
If you have any questions regarding transportation service, please contact the Office of Transportation. See contact information below.	
Bus Detail	
In Bus: Vehicle	Out Bus:
In Time: 07:39 AM	Out Time:
In Bus Stop: 409 BYBERRY RD	Out Bus Stop:
Late Bus:	Miles Transported:

The **Other Transportation Information** section will show the *Route Number* and *Depot* (Garage Name) from the Portal Notification Letter.

Other Transportation Information	
Route Number: 0965 AM	Depot: YELLOWBIRD0827
Contact Phone: 215-400-4350	Contact Email: transoperations@philasd.org

NOTE: Any changes made to a student's method of transportation in the Compass Transportation System will be reflected in the Parent & Family Portal the next day.

If a student's method of transportation is **Transpass**, the Parent & Family Portal will display the following:

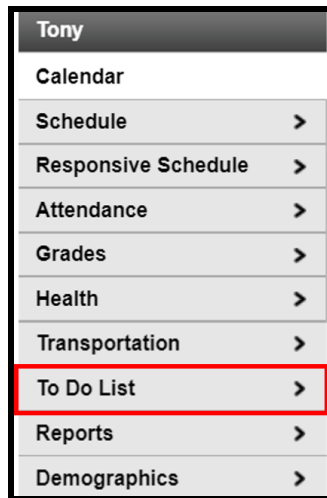
Transportation	
Transportation Definitions	
In Bus: Type of transportation assigned. Possible options are:	
<ul style="list-style-type: none"> • Vehicle (for example, bus) • Transpass • Ineligible (Indicates the student is not eligible for transportation) 	
In Time: The time the student is picked up by the vehicle	
In Bus Stop: The location where the student is picked up by the vehicle (e.g. 3rd and Main)	
Route Number: Route name/number of vehicle (e.g. Route 2446 AM)	
Depot: Company or garage providing the vehicle route (e.g. Passyunk Garage)	
If you have any questions regarding transportation service, please contact the Office of Transportation. See contact information below.	
Bus Detail	
In Bus: Transpass	Out Bus:
In Time:	Out Time:
In Bus Stop:	Out Bus Stop:
Late Bus:	Miles Transported:
Parking Detail	
Make:	Model:
Color:	Plate Number:
Parking Permit:	
Other Transportation Information	
Route Number:	Depot:
Contact Phone: 215-400-4350	Contact Email: transoperations@philasd.org

If a student's method of transportation is **Ineligible**, the Parent & Family Portal will display the following:

Transportation	
Transportation Definitions	
In Bus: Type of transportation assigned. Possible options are:	
<ul style="list-style-type: none"> • Vehicle (for example, bus) • Transpass • Ineligible (Indicates the student is not eligible for transportation) 	
In Time: The time the student is picked up by the vehicle	
In Bus Stop: The location where the student is picked up by the vehicle (e.g. 3rd and Main)	
Route Number: Route name/number of vehicle (e.g. Route 2446 AM)	
Depot: Company or garage providing the vehicle route (e.g. Passyunk Garage)	
If you have any questions regarding transportation service, please contact the Office of Transportation. See contact information below.	
Bus Detail	
In Bus: Ineligible	Out Bus:
In Time:	Out Time:
In Bus Stop:	Out Bus Stop:
Late Bus:	Miles Transported:
Parking Detail	
Make:	Model:
Color:	Plate Number:
Parking Permit:	
Other Transportation Information	
Route Number:	Depot:
Contact Phone: 215-400-4350	Contact Email: transoperations@philasd.org

Using the To Do List Section of the Portal

1. On the left side of the screen, select **To Do List**.

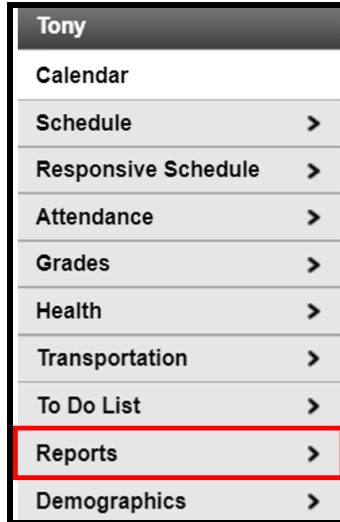


2. A list of upcoming and past due assignments will appear. Upcoming assignments will display in black with a count of how many days the student has until the due date. Past due assignments will display in red with a count of how many days have passed since the due date.

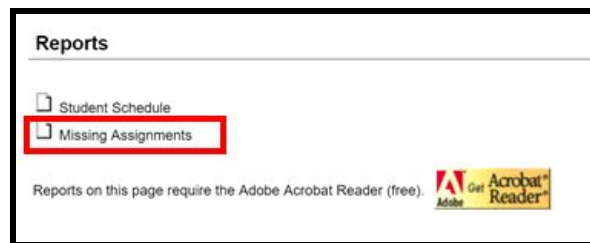
Tony's To Do List				
Filter by Date		All Dates	Print	
Course	Assignment	Date Assigned	Due Date	Days Remaining/Overdu
X0100.1Y-101 Reading 1	Test 1	06/22/2018	06/22/2018	88
X0100.1Y-101 Reading 1	Quiz 1	06/22/2018	06/22/2018	88
X0100.1Y-101 Reading 1	Quiz 1	04/25/2018	04/25/2018	46
X0100.1Y-101 Reading 1	Test 1	04/20/2018	04/20/2018	43
HR1-101 Homeroom01	Project 1	03/19/2018	03/19/2018	19
X0200.1Y-101 Writing 1	Writing Assignment	02/13/2018	02/16/2018	-2
X0100.1Y-101 Reading 1	Book Report	02/01/2018	02/15/2018	-3
X0100.1Y-101 Reading 1	Project	02/13/2018	02/13/2018	-5

Using the Reports Section of the Portal

1. On the left side of the screen, select **Reports**.

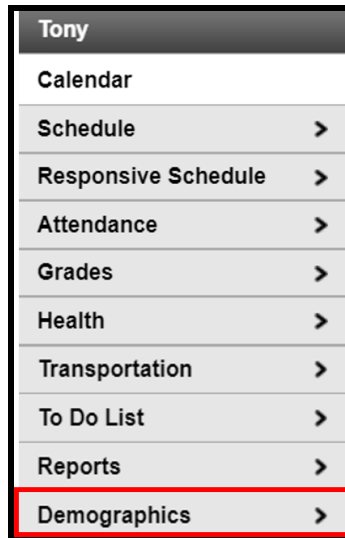


2. A list of available reports will appear. To run a report, click on the name of that report.



Using the Demographics Section of the Portal

1. On the left side of the screen, select **Demographics**.



2. The top of the screen will display the *Personal Information* for the student.

Demographics
Below is your student's current demographic information. If you have any corrections to this information, please contact your student's school directly.

Tony R Bacon

Personal Information

Legal Name:	Tony R Bacon	Date of Birth:	08/21/2011
Gender:	M		

3. Scroll down to see the student's Non-Household Contacts (Emergency Contacts).

Non-Household Contacts

Alex First

Work Phone :		Relationship with Tony:	GRANDFATHER
Cell Phone :	(555)555-1234	Guardian:	No
Other Phone :		Contact Order:	4
Email :		Secondary Email :	

[Update](#) [Remove](#)

Hillard Leheron

Work Phone :		Relationship with Tony:	Family Friend
Cell Phone :	(555)555-1234	Guardian:	No
Other Phone :		Contact Order:	3
Email :		Secondary Email :	

[Update](#) [Remove](#)

[+ Add Contact](#)

Updating Non-Household Contacts (Emergency Contacts)

1. To update information for a student's emergency contact, simply click on **Update**.

Non-Household Contacts

Alex First

Work Phone : Relationship with Tony: GRANDFATHER
 Cell Phone : (555)555-1234 Guardian: No
 Other Phone : Contact Order: 4
 Email : Secondary Email :

Hillard Leheron

Work Phone : Relationship with Tony: Family Friend
 Cell Phone : (555)555-1234 Guardian: No
 Other Phone : Contact Order: 3
 Email : Secondary Email :

Update **Remove**

Update **Remove**

+ Add Contact

Note: To add a completely new emergency contact, select **Add Contact**.

2. Enter updates and click **Send Updates**.

Update Contact for Tony R Bacon

* Denotes Required Field

* **First Name:** Alex

* **Last Name:** First

Middle Name:

Suffix:

* **Gender:** Male

Email Address:

Cell Phone : (555) 555-1234

Secondary Email Address:

Work Phone : Other Phone :

Contact Order: 4

* **Relationship between Alex and Tony :** GRANDFATHER

Is Alex a Legal Guardian to Tony? No

Comments:

Send Update **Cancel**

3. A pop-up box will appear in the middle of the screen. Select **OK**.

Request Sent

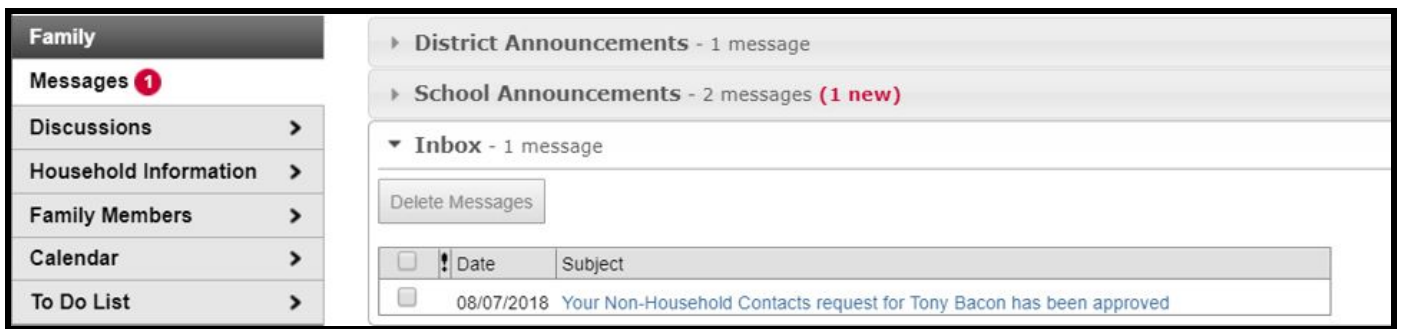
Your request has been sent. Please note that changes may go through a review process and may not be visible on the portal immediately.

OK

Note: If a family has multiple students in the district, the parent/guardian will need to submit the request to add a new emergency contact under each student's record. For example, just because Alex First is the emergency contact for Tony, it does not necessarily mean that Alex is the emergency contact for Tony's brother, Edward.

Requests to change contact information for emergency contacts, will only need to be entered once, regardless of how many students that emergency contact is connected to.

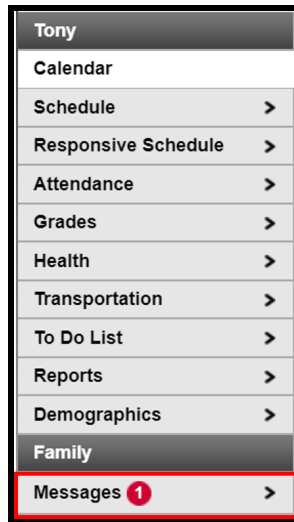
4. A message will be sent to your **Messages Inbox** when the request has been accepted or rejected. The Inbox can be accessed in **Messages** or on the Parent & Family Portal homepage.



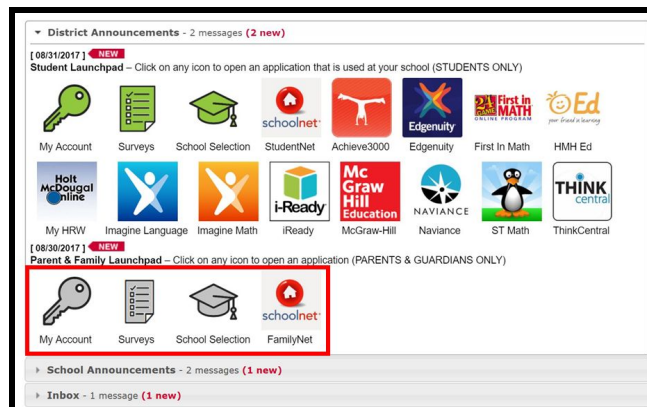
Note: Please contact your school if the request has not been processed.

Using the Messages Section of the Portal

1. On the left side of the screen, select **Messages**.



2. Several online resources for parents and families will appear in the *District Announcements* section. Click on the icon for the desired resource to access that application.

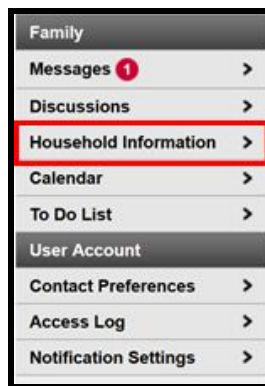


3. School specific announcements will appear in the *School Announcements* section. Messages sent directly to the student from teachers, and/or Non-Household Contact Requests (Emergency Contacts), will appear in the *Inbox*. To read a message, click on message name.

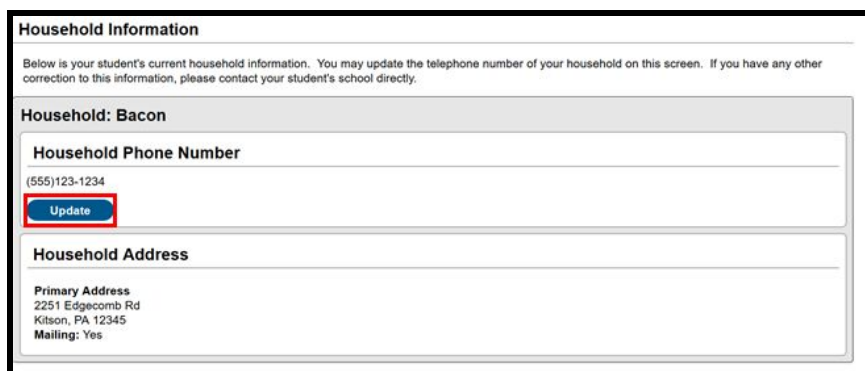


Using the Household Information Section of the Portal

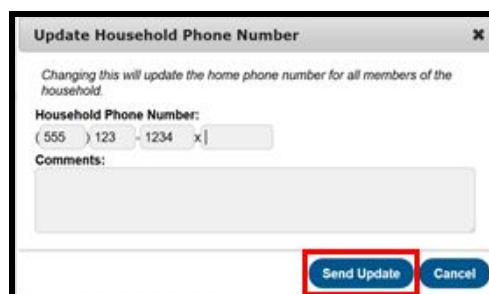
1. On the left side of the screen, select **Household Information**.



2. The household's contact information will display in the center of the screen. To change the phone number listed, click *Update*.



3. Type in the correct/updated phone number and select *Send Update*.



4. A pop-up message will appear notifying you that the request has been sent. Click *Ok*.

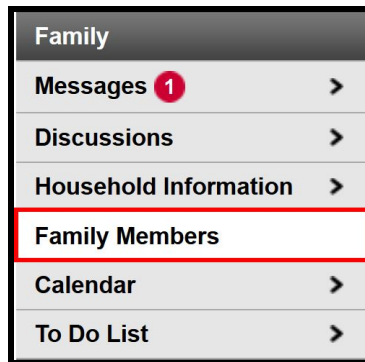
Using the Section of the



Family Members Portal

1. On the left side of the Members.

screen, select Family



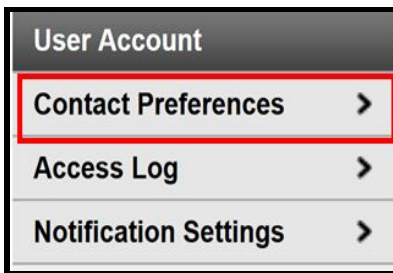
2. The center of the screen will display information regarding each of the student's family members, including names, contact information, and their relationship to the student.

Francine Bacon			
Cell Phone :	(555)555-1234	Email :	F.Bacon@email.com
Work Phone :	(555)555-5555x1234	Secondary Email :	
Other Phone :	(555)555-6789		
Francine's Relationships			
Name	Relationship with Francine	Contact Order	Guardian
Edward S Bacon	MOTHER	1	Yes
Tony R Bacon	MOTHER	1	Yes
James Bacon	SPOUSE		No
Aya Bacon	MOTHER		No

James Bacon			
Cell Phone :	(555)555-1234	Email :	C.Bacon@email.com
Work Phone :	(555)555-1234	Secondary Email :	
Other Phone :	(555)555-6789		
James's Relationships			
Name	Relationship with James	Contact Order	Guardian
Edward S Bacon	FATHER	2	No
Tony R Bacon	FATHER	2	Yes
Francine Bacon	SPOUSE		No
Aya Bacon	FATHER		No

Using the Contact Preferences Section of the Portal

1. On the left side of the screen, select **Contact Preferences**.



2. To update an email address, type in the correct email in the appropriate field.

Message Contact Preferences	
Email Address:	<input type="text" value="F.Bacon@email.com"/>
Secondary Email Address:	<input type="text"/>

3. To update which messages to receive from the school and how you receive them, select the appropriate checkboxes.

For each type of message (Emergency, Attendance, Behavior, General Notification, Priority Notification, Teacher) select how you prefer to receive that message.
You may select to receive a message on more than one device.
To change or add a phone number you will need to contact your school's administrative offices.

	Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (555)123-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (555)555-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone (555)555-555x1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Phone (555)555-6789	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email (F.Bacon@email.com)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

4. If school messages should be sent using a language besides English, choose the appropriate language from the drop-down menu.

5. When all of the desired selections have been made, click **Save**.

Using the Notification Settings Section of the Portal

1. On the left side of the screen, select **Notification Settings**.

2. Select which topics to receive notifications about in the Portal.

3. When satisfied with the selections, click **Save**.

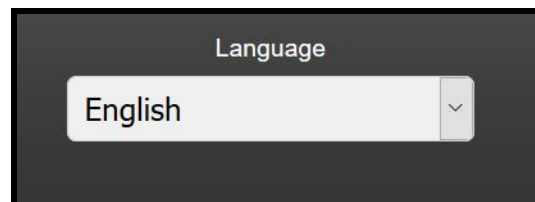


Note: All notifications will display in the top right corner of the screen next to the bell icon.



Changing the Portal Language

1. To change the language of the Portal, scroll down to the bottom of the screen to the language drop-down.



2. Using the drop-down menu, select the desired language.



3. Information in the Portal will now display in the selected language.

