

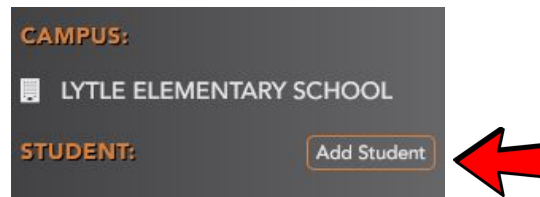
HOW TO ADD A STUDENT TO YOUR PARENT PORTAL/GRADES/ATTENDANCE ACCOUNT

1. Log into your Parent Portal account.

**If you don't already have an account see "How to Create a Parent Portal Gradebook/Attendance Account" flowchart previously provided.*

2. Have your student's Portal ID information ready.

3. Click on "Add Student"



4. "Link an Enrolled Student"- fill in that information and "Add". Be sure to "Add" all your children to your account.

A screenshot of a web form titled 'Link an Enrolled Student'. The form has a close button (X) in the top right corner. Below the title is a grey box with the instruction 'Obtain the ParentPortal ID from the student's campus.' There are two input fields: 'ParentPortal ID:' with a placeholder 'ParentPortal ID' and 'Birth Date (MM/DD/YYYY):' with a placeholder 'Birth Date (MM/DD/YYYY)' and an example '(Ex: 03/11/1994)'. At the bottom right of the form are two buttons: 'Cancel' and 'Add'. A red arrow points to the 'Add' button.

YOU SHOULD NOW HAVE ACCESS TO YOUR CHILD(REN)'S ATTENDANCE, DISCIPLINE, AND IMMUNIZATION RECORDS.

**REGISTRATION 2021-2022 WILL REQUIRE THAT YOU HAVE THIS
ACCOUNT.**

SO YOU'RE SET! BE SURE TO REMEMBER YOUR LOGIN INFORMATION.