ParentConnection

Q ParentConnection, frequently referred to as the “Parent Portal” is a web-based application which provides parents access to their student’s data. ParentConnection is also available as a mobile application for phones and tablets from the Google and Apple Stores. Using a confidential PIN number and password, parents/guardians can view their student’s information including attendance, schedules, assignments, and grades. ParentConnect may also be used by parents to report student absences, pay student and cafeteria fees, and re-enroll for the next school year.

**Note:** The school district and individual Schools decide on a track-by-track basis what student data will be viewable.

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**Home Page**

Using any web browser navigate to the web address provided by your district. The ParentConnect home screen may display pictures and pertinent news and information from the district. You will be provided a personal PIN and password to login to view your student’s information. Once you login, you will have the opportunity to view the information of every student who has been designated as your dependent. If you have only one child in the district, the screen will automatically bring up your student’s information.
1. **Enter PIN and Password** – Enter your assigned PIN and password. Click **Login** button to continue.
   a. **Need Your Login Information** – this functionality is configurable by district and may not appear exactly as pictured. If you do not see this link and have misplaced your PIN or password, contact your school site.

2. **District Links** – Links to relevant websites created by your district appear here. Click on the link to be directed to website.

3. **Welcome Screen** – View district-specific information such as district news items and important dates to remember. Schools and districts may also upload pictures.

4. **Navigation Menu** – Quickly return to the Login/Welcome screen by clicking, HOME. The District website link connects you to your school district’s website. If your district has implemented a link to Frequently Asked Questions, they will be accessible via the FAQ link.
Screen Layout and Navigation

The first time you login to ParentConnection using your PIN and password, you will be directed to an agreement page. Once you check the box indicating you have read and agreed to the terms of use, click Submit. This page will only display the first time you login to ParentConnection if the district has set up an agreement page. **Note:** Some districts may want parents to agree to this type of page each year.

On subsequent logins after entering your PIN and password, the ParentConnection student overview screen opens. Students who are enrolled at multiple school sites (dual enrolled, current year and future year) students display. If you have only one child in the district, the screen will automatically bring up your student’s information.

**Note:** Students display in the student overview screen if they are both actively enrolled at a school site in the district, and the logged in parent/guardian has a valid ParentConnection account with access to the student. When the school year is changing you may see enrollments from the school year that just ended (they are normally visible for 45 days after the end of school) in addition to the upcoming school year. If a student has dual enrollments, all schools display.

In the example above Jean Weir has three children, Bruce, Lindsay, and Sam.

- Bruce is an incoming kindergartner with no previous enrollment. There is no picture available since he has not yet entered school.
- Lindsay was dually enrolled in both Clarkson’s and Blair High Schools in 2019/2020. She has a summer school enrollment (S) at Clarkson’s and will return to Clarkson’s in school year 20/21.
- Sam shows a current enrollment in Blair High as well as an enrollment for 20/21. Notice how the grade level changes depending on the enrollment year.

Click on a student to access the student overview screen.
1. **Student Selected** – Click the + sign to return to the list of students.

2. **Student Data** – Individual districts and schools determine what student data areas in Q are available for parent viewing. Application areas are minimized by default. Click the + sign next to an area to expand and view information. You may open as many areas at once as desired. When you have several areas open, clicking on an area name advances your screen to that area. If application areas were maximized during a previous ParentConnection session, they will be maximized by default during your next session. All the information contained in opened areas may be printed by clicking the *Print Info* icon at the bottom of the list. Districts may also create their own custom areas to display. For more detailed information on specific data areas please see details later in this document.

3. **School Links** – Each school may create links to provide parents quick access to websites.

4. **School Message and Pictures** – Each school may customize pictures and messages for display. If you have children attending different schools in the district, it is possible you will see different information for each school.
5. **Language Link** – Each district may translate ParentConnection pages into multiple languages. If your district has enabled this option, and the parent logging in speaks a language other than English, clicking this link will access the application in their home language.

![Language Link Image](image)

6. **Parent Reported Absence** – Some districts have implemented Parent Reported Absence. If your district has implemented this feature, clicking the link allows you to report your student(s) absence online, without having to call the school. Please see more detailed information later in this document.

7. **Re-Enrollment** – Districts may define a date range when parents may complete registration information for the following school year. Parents may complete emergency cards, update contact information, submit health information and upload any required documents. Please see more detailed information later in this document.

8. **My Account** – Clicking this link allows you to review your account name, PIN and update your password or email address. Click **Submit** to update information and **Back** to return to student.

![My Account Image](image)

9. **Email Signup** – Based on district configuration you may choose to subscribe to email notifications. Select to receive email updates on a student by student basis for applications which may include School News, Attendance, Assignments, Report Card, Behavior and Cafeteria Balance. Clicking the box under the Area name automatically checks the box for all students. You may also click individual boxes for your students. When selections have been completed, click **Submit** to update information and **Back** to return to student. **Note:** Some schools may not have Email Notifications setup and that will show as NA.

![Email Signup Image](image)
10. **Help** – Click here to access Help Information for ParentConnection.

11. **About** – Click here to display the current version of the ParentConnection application.

12. **Sign-Out** – Click here to exit Parent Connection.

**Student Data Areas**

**Assignments**

If your student’s teachers use the Q Grade Book, assignment information displays. Assignments display for two weeks before the current date and one week after for each class by default. Data included is the date assigned and date due, the number of points possible and the score received. Additional information is available as explained below.
1. Click the Show All box to display all assignments for the class. If the box is not checked the only assignments that display are those assigned two weeks before and one week after the current date.

2. When the teacher name is underlined clicking the name opens your default mail program with the faculty’s e-mail address in the To field.

3. Assignments in red indicate it is a missing assignment for this student. The task in general was marked as graded by the teacher, but there is no grade for this student and the due date has passed.

4. If the assignment has a notepad icon, clicking the notepad displays information about the assignment. The current grade for the class can also display providing the teacher turns this option on.

5. If there is a printer icon next to the current grade, when clicked a popup appears with available progress report terms, click the link to print the student progress report.

**Attendance**

Summaries of student attendance by reason and by class are available. Two weeks of Attendance Detail is also available. If you click the Show All Detail box, attendance details for the entire year are listed.
The Attendance Detail default sort is descending by date. Parents may click the column headers to change the sort order.

Schedule
Student schedules may be available to view before the school year begins. Schools control the date to make schedules visible and may choose to hide the teacher name until the first day of school. The student’s schedule displays showing scheduled classes as of the current date. Teacher names that are underlined indicate an email link.

Click the Show All box to display classes for the entire school year. The default sort for a student’s schedule is by period, however, the sort may be changed to any column by clicking on the column header. When looking at a student schedule for the entire year it may be helpful to view it by term. A notepad icon indicates the teacher has posted a class news item for the class.
Course Plan

Course Plans are made up of a sequence of courses to create a common academic plan for students to complete over multiple years. Plans may include specific district or school plans, and CTE Pathways. The status of each course is shown, including transcript entries, scheduled, and/or requested status if applicable.

Marks

Student marks display for all classes. When report cards are available a link appears. When the link is clicked the report card displays and may be downloaded. Links to Report Cards are based on current language being viewed. For example, if the user is viewing in English, only English versions of the Report Card documents will appear. If the user is viewing the portal in Spanish, then Spanish versions of the Report Card will appear when they exist, and English versions will appear when no Spanish version exists. Historical report cards may also be available for viewing in Student Documents if your school has made that area available.
Graduation Requirements
High School students may have their graduation requirements display. Recently added to Q is the ability to view more than 1 requirement. Students may have been calculated against multiple requirements and if so, they will all show with the Requirement that has been assigned to the student showing at the top.

Transcript
Student transcripts display with the default sort by year. The sorting order may be changed by clicking the column header. In most districts only those courses in grades 9-12 display. Click Show All to display the student’s entire transcript for all grades available.

Tests
If your district chooses to display test scores, they display in ParentConnection.
Online SBA Payments
Parents may view their student’s account balance if your district uses Q Student Body Accounting to track school fees. Parents may also make online payments through ParentConnection.

Cafeteria
Food Service accounts may also be displayed allowing the parent to view their student’s current balance and make payments.
Parent Reported Absence

School districts may configure attendance reporting by parents through ParentConnection. When this option is available the link appears at the top of the page.

When the link is clicked the parent is directed to a page listing all available students. Individual students may be selected, or all students may be selected by clicking the box at the top next to student. Parents may view the student schedule by clicking Show Schedule. When launched, the current date displays, and the All-Day box is checked. Parents may enter a date range if the student will be absent several days.

When the check is removed from the All-day box times are available to indicate a partial day absence.
In addition to reporting absences, parents may view previously reported absences by clicking the *Previously Reported* button. A history of previously reported absences display. Any absence that has not been processed by the school may be deleted by clicking the X or edited by clicking the notepad icon.

### Re-Enrollment

Many districts are using ParentConnection for their annual re-enrollment process. Parents may login and update contact and demographic information for students. Districts may also configure ParentConnection to accept the uploading of documents required in the registration process such as proof of address.
In the event of an emergency or disaster that requires the evacuation of our campus, we ask parents to provide emergency/disaster information with a number of options available for the release of their son/daughter. The emergency/disaster information will be updated each academic year so that our files will be kept current. It is our hope that the information provided on the form will greatly increase our ability to quickly and safely dismiss the students when we are confronted by an emergency situation. We ask each parent to consider carefully the choices and to discuss those choices with their son/daughter, as we will act according to the instructions provided.

In the face of such a critical decision-making instance such as an earthquake or any other emergency situation, we will be tremendously aided knowing that we have received your cooperation. Thank you for giving this your full attention.

Name: Robert Seager
Nickname: [Blank]
Birth Place: [Blank]
Citizenship: [Blank]
Race: [Blank]
Home Language: [Blank]
Primary Phone Number: [Blank]
Additional Phone Numbers: [Blank]

By checking the waiver box below, I hereby choose the option to receive electronic student report cards and progress reports and waive the option to...
In the event of an emergency or disaster that requires the evacuation of our campus, we ask parents to provide emergency/disaster information with a number of options available for the release of their son/daughter. The emergency/disaster information will be updated each academic year to ensure our files will be kept current. It is our hope that the information provided on the form will greatly improve our ability to quickly and safely reuniters the students when we are confronted by an emergency situation. We ask each parent to consider carefully the choices and to discuss those choices with their son/daughter, as we will act according to the instructions provided.

In the face of such a critical decision-making instance such as an earthquake or any other emergency situation, we will be tremendously aided knowing that we have received your cooperation. Thank you for giving this your full attention.

Name: Jackson Browne
Race: White
Home Language: English
Primary Phone Number: 918-382-4850

Additional Phone Numbers:

Below are Extension Fields:

[ ] Yes
[ ] No

By checking the yes box below, I hereby choose the option to receive electronic student report cards and progress reports and waive the option to receive hardcopy student report cards or progress reports for my student. I acknowledge that, by checking the waiver box, I accept that the electronic student report cards and progress reports may be available to the student if the student chooses to access them through the student portal, and that I hereby agree to be responsible for receiving electronic student report cards and progress reports by checking the login box.

I confirm the above information is complete and correct.

The Window into Your Student’s Day at School

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