



Updating Annual Back-to-School Information in the Parent Portal

For the 2023-2024 school year, families will fill out/update annual forms prior to the start of school. Parents/Guardians can now update and complete the following forms online through the Parent Portal for **each of your children in Ritenour schools**. These forms include:

- Enrollment Verification, which includes important household/student information
- FERPA (Family Educational Rights & Privacy Act)
- Health information for each child in a Ritenour school
- Technology regulations and Usage Agreement
- Student Transportation Verification
- Recording Policy (Grades 6-12)

We are asking all families to complete these online forms for all enrolled Ritenour students.

It is important to know that **you must hit “save” if you start the process and then want to continue adding information later**. Once you have completed all of the online forms, you will see a popup that says “Submit Forms” and then you can hit “Continue” and the process is complete.

(Note you will fill out different forms electronically for each child.)

To complete the online forms for **each of your children in K-12**, follow these steps:

Scenario 1: I already use the Parent Portal and know my username and password to log in.

Step 1: Log into the Parent Portal (<https://bit.ly/TheParentPortal>)

Step 2: Select ‘View’ within the yellow bar on your Home Screen for Online Registration

Step 3: Select Edit next to the first form and complete all required fields

Step 4: Be sure to indicate that you have completed each information form by checking the box in the lower left hand corner

Step 5: Use the Next button at the bottom middle to move through the forms

Step 6: Complete all available forms

Step 7: When you have finished, you will see a popup that says "Submit Forms?" click "continue" in the bottom right corner. You will then see a popup that says "Congratulations!"

Scenario 2: I know I have a Parent Portal account but have forgotten my username, password or both.

*Your username is the email address on file

*You can use the ‘Forgot your parent password’ link on the login page

(<https://bit.ly/TheParentPortal>) to send a password reset to the email address on file

Step 1: If the above information still does not allow you to log in, call your child's school. An office professional will be able to tell you your username and password.

Step 2: Log into the Parent Portal (<https://bit.ly/TheParentPortal>)

Follow Steps 2-7 in Scenario 1

Scenario 3: I have never used the Parent Portal and need access to start an account.

Step 1: Call your child's school. An office professional will confirm that you are the parent/guardian and grant you access. You will then receive an email welcome letter from Tyler SIS that will allow you to set a personal password. Your username is the email address on file.

Step 2: Log into the Parent Portal (<https://bit.ly/TheParentPortal>) with the information that is emailed to you.

Follow Steps 2-7 in Scenario 1

If you have any questions or run into problems, call the office professional at your child's school, or email registration@ritenourschools.org.