

Attendance

View a list of all absences and tardies for the school year. Remember, for each absence, your child misses instruction and assignments given by the teacher.

WHAT SHOULD I LOOK FOR?

- Any absence
- Excused versus Unexcused

WHAT SHOULD I DO?

Talk to your child. Ask questions like:

- Were you in class that day? If not, where did you go?
- Why were you marked absent or late?
- Was there a substitute, field trip or special event?
- How many days is the teacher giving you to turn in makeup work?

Talk to the teacher. Ask questions like:

- Was my child in class that day?
- Was the note that I sent with my child given to the office? I see an unexcused absence.
- How can an attendance error be corrected in the system?
- What is the district's policy on attendance, truancy, makeup work and grades?

Triggers

Create an alert to receive an e-mail or text message notification when there are changes to attendance or grade averages.

WHAT SHOULD I LOOK FOR?

- High grade averages: Above 90
- Low grade averages: Below 70
- Too many absences

WHAT SHOULD I DO?

Talk to your child and the teacher.

Refer to questions under *Grades, Assignments, and Attendance*.

Congratulate or encourage your child.

When you see high grades or improvement in a class, let your child know how proud you are and say, "Great job!"

Tips for Parent/Teacher Conferences

- **Include your child in the conference.** Children need to feel that they are a part of the process.
- **Come prepared with questions.** Write down your questions so you will not forget and take notes.
- **Share information about your child.** Learning style, personality, disabilities, and life changes can impact learning.
- **Ask the teacher how you might better help your child.** Think of ways you would like to be involved in your child's learning at home or school.
- **Find out what services are available at the school to help your child.** Ask how the teacher will both challenge your child and support your child when needed.
- **Create a plan with the teacher before you leave.** The conference should be a problem-solving meeting. Come up with possible solutions to try before you leave.
- **Make sure you know what the teacher will do, what you will do, and what your child will do to improve the situation.** Who will do what and by when? Make a list and then follow up within a specific timeframe to see how everyone is doing.



guide for parents

parent
portal

Contact Information

School

Coordinator

Telephone Number



Now that you have a Parent Portal account, what do you do next?



This guide will show you what to look for when viewing grades, attendance, and assignments. It also provides sample questions for discussion with your child and the teacher.

Grades

View a summary of student grades from each six weeks period for all classes. By clicking *Note*, a parent can send a message to the teacher for that class period and view any responses from the teacher.

WHAT SHOULD I LOOK FOR?

- High grade averages: Above 90
- Low grade averages: Below 70
- Responses to *Notes*

WHAT SHOULD I DO?

Talk to your child. Ask questions like:

- Are you participating and paying attention in class?
- How easy or challenging is the classwork or homework for you?
- What can you do to earn better grades (come to class prepared with homework, ask for help, or study for tests)?

Talk to the teacher. If your child is not passing with a 70 or better, it could mean your child needs additional support. Ask questions like:

- What can be done to make up low assignments or test grades?
- What additional assistance is available (extra practice, tutoring)?
- What is the best way to communicate (e-mails, phone calls, letters, *Notes*) with you for any updates?

Assignments

View upcoming and past assignments, including due dates and grades received. Assignments include classwork, homework, projects and tests.

WHAT SHOULD I LOOK FOR?

- Zeros (0s)
- Low grades: Below 70
- Due dates

WHAT SHOULD I DO?

Talk to your child. Ask questions like:

- Did you turn in the assignment by the due date?
- Did you understand the assignment? If not, did you ask the teacher for an explanation or help?
- How are you studying for tests? Was a study guide provided?

Talk to the teacher. Ask questions like:

- Can the assignment be corrected or a test be retaken to raise the grade?
- What extra resources are available to assist my child (books, tutoring, extra credit, test taking tools, family nights, etc.)?
- What are some specific areas that I can work on with my child?
- What can I do at home to help my child with homework (quiet time, study area)?

Manage Students

Multiple students can be added to one account. For each child who will be added to the account, the parent will need that child's student ID and individual PIN code that is provided by the school. Talk to the school's Parent Portal coordinator for assistance.

My Settings

Manage the following account settings:

- Address
- Password
- Language
- E-mail addresses
- Telephone numbers

www.dallasisd.org/parentportal