

Emailing Individual Progress Reports

This document will provide steps for emailing individual progress reports to parents from the individual teacher gradebooks. Our ultimate goal is to get parents accessing their progress report and report card grades through the Parent Self Serve (PSS) portal and for them to set up the notifications for these events, but this will take time and consistency.

Instructional Video | <https://www.youtube.com/watch?v=c2yXxjNVs3A>

Email Body (*This can be personalized for your campus, just copy and paste into another document to edit*)

Provident Heights Parent/Guardian,

Attached to this email you will find your students individual progress report for this 6-week period. You may receive multiple emails with reports from different teachers. For additional information or to view the entire progress report, please log in to your Parent Self Serve (PSS) portal account at: <https://bit.ly/WacoPSS>. If you complete online registration, you will use the same User ID and Password for the PSS portal. If you have not set up your PSS account, click on the Register option under the New User menu to set up your account.

Parent Self Serve will provide you access to grades, attendance, discipline, and more and can be accessed anytime. If you have any trouble accessing your account, please contact your home campus for support.

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1. Access the Maintain Section Grading Entry Point and select the appropriate calendar ID and choose the Teacher option

Section Grading Search

Section Grading Search Search Results

Search Criteria

Campus: ★ Lake Air Montessori Fiscal Year: ★ 2021 Calendar ID: ★ Traditional

Search By: ★ Course and Section Teacher

Teacher Name: ★

2. Choose your teacher from the Teacher Name drop-down menu and click Search.
3. Select the Course and Section you are emailing from the Search Results and click Select at the bottom of the window.

Section Grading Search Search Results

Filter By: S1

Course Sections

	Campus	Cal	Finalize	Alias	Description	Course	Section
+ !	127	1	Yes		SCI, GR 5	540	5
+ !	127	1	Yes		SCI, GR 5	540	6
+ !	127	1	Yes		SCI, GR 5	540	7
+ !	127	1	Yes		SS, GR 5	530	5
+ !	127	1	Yes		SS, GR 5	530	6
+ !	127	1	Yes		SS, GR 5	530	7
+ !	127	1	Yes		HOMEROOM GR 5	HRS	7

Select

4. Go to the current Marking Period tab (MP1, MP2, etc...) and click on the Email Parents option at the bottom of the screen.

530/7 - SS, GR 5 - S1, S2 - T/05

MP1 MP2 MP3 MP4 MP5 MP6 Report Card Progress Credit

#	Local ID	Student Name	GL SCH	Avg	9/11 Response	Compass Rose Color	Lesson Participation Grade
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Return to Search Results Assignments Notes Reports Attendance **Email Parents** Email Students

5. Choose the Select All Parents for Scheduled Students or Select All Parents for Scheduled Students with Failing Averages option at the top of the window. All parents with Primary Emails on file will be highlighted. Scroll to the bottom of the window and select Continue.

Group	Student	Cycle Average	Failing Grd	Parent	Contact Type	Resides With	Relationship	Primary Email
Scheduled Students With Ownership	Austin, Levi	100	N	Austin, Adam	Parent	Y	Father	
Scheduled Students With Ownership	Austin, Levi	100	N	Austin, Talon	Parent	Y	Mother	
Scheduled Students With Ownership	Camarena, Alexis	83	N	Camarena, Noel	Guardian	Y		
Scheduled Students With Ownership	Capps, Jaxon	83	N	Capps, Ericka	Parent	Y	Mother	erickacapps@hotmail.com
Scheduled Students With Ownership	Capps, Jaxon	83	N	Capps, Will	Parent	Y	Father	
Scheduled Students With Ownership	Clark, Elijah	100	N	Clark, Haydy	Parent	Y	Mother	haydyclark@gmail.com
Scheduled Students With Ownership	Clark, Elijah	100	N	Clark, Justin	Parent	Y	Father	
Scheduled Students With Ownership	Cuevas, Evan	100	N	Cuevas, Rocio	Parent	Y	Mother	sarai.cuevas@wacoisd.org
Scheduled Students With Ownership	Cuevas, Evan	100	N	Cuevas, Irie	Parent	Y	Father	
Scheduled Students With Ownership	Dehoyos, Valeria	67	Y	Hernandez, Cinthia	Parent	Y	Mother	cinthiahdz26@gmail.com
Scheduled Students With Ownership	Dehoyos, Valeria	67	Y	Dehoyos, Raul	Parent	Y	Father	
Scheduled Students With Ownership	Draper, Christian	75	N	Felkner, Stacy	Guardian	Y		1bannyfelkner@gmail.com

6. Copy and paste the email body from the top of this document (or the personalized email message created by your campus) and paste into the Body of email: window. (Ctrl+C & Ctrl+V)

Select Parents **Submit Email**

Parents: Capps, Ericka;Clark, Haydy;Cuevas, Rocio;Hernandez, Cinthia;Felkner, Stacy;Enriquez, Arid;Enriquez, Luis;Dominguez, Yessica;Lavery, Sharon;Lopez, Domingo;Moore, Adam;Picazo, Roberto;Picazo, Maria;Rodarte, Patricia;Sabido, Martha;Luna, Maribel;Cerdea, Alejandra;Williams, Clifton;Holley, Cassandra;

From: sarah.hunt@wacoisd.org

Copy Teacher on All: Yes No

Emails? Yes No

Subject: From: Sarah Hunt Course:530/7 - SS, GR 5

Styles | Normal | Font | Size | **B** *I* U **S** | x_2 x^p I_x |

| Insert template

Waco ISD Parent/Guardian,

Attached to this email you will find your students individual progress report for this 6-week period. You may emails with reports from different teachers. For additional information or to view the entire progress report, Parent Self Serve (PSS) portal account at: <https://bit.ly/WacoPSS>. If you complete online registration, you will receive an email with Username and Password for the PSS portal. If you have not set up your PSS account, click on the Register option under the Account menu to set up your account.

Body of email:

7. Choose the appropriate Individual Progress Report from the list and select the Send option.

Attachment file: * No file chosen

Select report to include: * No Report Individual Progress Report (Elementary) Individual Progress Report (Secondary)

****Note****

- **Elementary IPR** will pull for all courses associated with the teacher. If a teacher is self contained, only one set of emails will need to be sent.
- **Elementary IPR** for teachers with subject specific schedules will have to be sent for each section.
- **Secondary IPR** will have to be sent for each teacher and each section they teach.