

## Parent Portal – User Guide

### Step 1—Access

- Open the browser on your computer. Go to <https://parentportal.stanlycountyschools.org>.
- Alternately, your school may have a Parent Portal link on its website, or use the link from Stanly County Schools' homepage (<http://www.stanlycountyschools.org>).

### Step 2—Login

- Enter the username and password provided by your school
- Select the Login button or press the enter/return key on your keyboard.

*NOTE: If you have forgotten your password, you may request your login from your child's school in person or have the login sent home with your child. No passwords will be provided over the phone.*

### Step 3—Browse through the information available in the Parent Portal:

*NOTE: The site will time out after 3 minutes of inactivity. After this time, if you select another page within the site, you will have to login again before you can continue browsing.*

**Student Demographics**—Displays demographic information on record at your child's school. This includes name, address, home phone number, current school, link to school's website, school phone number, school contact for Parent Portal (optional), birth date, current grade level, ethnicity, and current lunch balance (money owed is in parentheses).

*Note: To request a change to demographic information, contact your child's school.*

**Attendance**—Displays your child's attendance records for the current school year by date with the most recent date listed first. High schools will show specific periods involved. Late reasons are either "Excused Late" or "Unexcused Late". Absence reasons are "Unexcused Absence" and various excused reasons. Only dates listed with "Unexcused" in the reason are considered unexcused. All others are excused. This page also has a link to Board Policy regarding attendance and an explanation of the state's Compulsory Attendance Law.

**Grade**—For 3<sup>rd</sup> through 12<sup>th</sup> grades only. Displays current courses with the nine weeks average (updated every 3 weeks at high schools, every 4 weeks at all other schools, and at the end of each nine weeks at all schools). Credit associated with high school level courses is also displayed.

**Assessment**—For 3<sup>rd</sup> through 12<sup>th</sup> grades only. Displays a historical view of standardized tests taken and scores earned (e.g. EOGs, EOCs, etc.).

**Discipline**—Displays student's discipline incidents for the current year in order by most recent date. It includes a description of the incident, the action taken, and the number of days suspended, if applicable.

**Nutrition**—Displays student's cafeteria history by date.

### Step 4—Log out

- Select "Log out"
- Pop-up message displays asking you to close the window. Selecting "Yes" will close the window. Selecting "No" will keep the window open.

*NOTE: Close the browser window when you are finished with your Internet session. Selecting "No" to the above question and leaving the window open could leave your child's information accessible to other users.*