

SARASOTA COUNTY SCHOOLS
STUDENT + PARENT PORTAL – QUICK SHEET

IN THE PORTAL
GET ACCESS TO THE FOLLOWING

Class Schedule

Attendance

Class
Assignments
w/ Grades

Report Card

Email Teacher

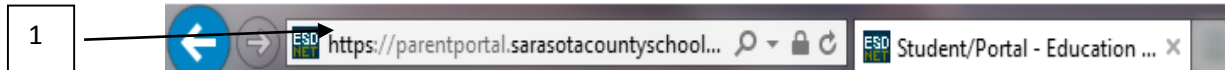
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For assistance with the Parent Portal, please email Kristin.McCombie@sarasotacountyschools.net

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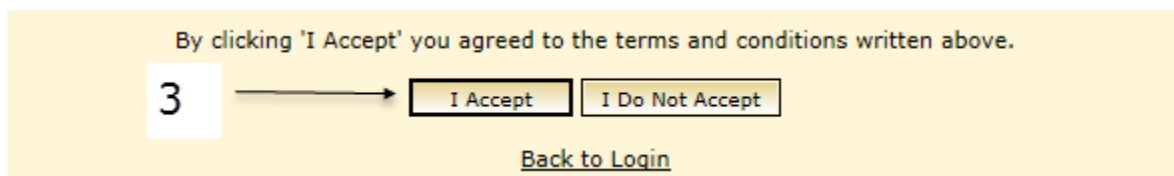
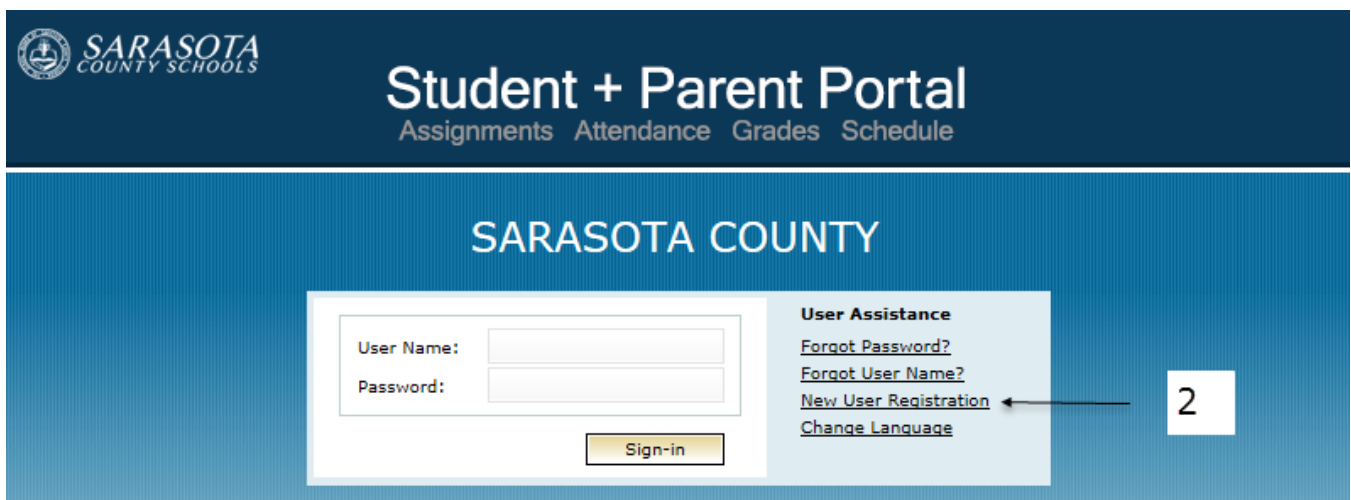
STUDENT + PARENT PORTAL – QUICK SHEET

New User Registration for the Student or Parent Portal	
1	Using your Internet connection (Comcast, Verizon, Bright House... etc.) web browser, enter the Parent Portal Web address: https://parentportal.sarasotacountyschools.net



Supported Internet web browser versions are Microsoft Internet Explorer 6.0, 8.0-10.0, Safari 5.0 & 6.0, iPad Safari 4.0 – 6.0 & 8.0, Chrome 22 & 3, Mozilla Firefox - Not supported

2	Select "New User Registration" link on the web page.
3	Read the Acceptable Use Guidelines for Computers, Networks and Information Systems Technologies agreement. Select the "I Accept" button at the bottom of the page to continue the registration process. If you select "I Do Not Accept" you will be returned back to the Student + Parent Portal login screen.



4	Select "Yes" or "No" to the question "Are you a student?" If you are a parent, select No. If you are a student, select Yes.
5	Enter a "User Name". This name will be a student or parent's "User Name" used to access the Student + Parent Portal. It can be any combination of both letters and numbers. Pick something you will remember. Parents and students should have separate accounts with different User Names.
6	Enter the user's "Last Name" and then enter the user's "First Name". This name must match the name given as the contact on the Student Registration forms for the school.
7	Create a "Password". Passwords are case sensitive. "Confirm Password" by typing password in again.
8	Enter the "Email" address that should be used by this system to confirm this account's security. "User Name" account and password changes/notices will be sent to this email address. Also, this will be the

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STUDENT + PARENT PORTAL – QUICK SHEET

	email address provided to the teacher to be used to contact you. “Confirm Email” by typing email in again.
9	<p>To “Add Students” - Enter the “Student Id” (N number). The N number or Student Id is provided by the school.</p> <ul style="list-style-type: none"> - The Student Id will start with an N and is followed by a 6 digit number. Do not enter the N – only enter the number. If there is a leading zero after the N, do not enter the zero. - Next enter the “Last Name”, “First Name” and “Birth Date” of the student. The name and birth date must match what is on the student’s birth certificate as that is how the student was registered into the database. <p>Repeat this process if you are a parent and have additional students.</p> <p>*The red X can be used to delete student information that was entered incorrectly or needs to be removed from the Portal registration.</p>
10	Left mouse click on “Save” to complete the Student + Parent Portal account creation.
11	A student or parent access confirmation number will be emailed to the address you provided in step number 8. You will need this information to login and complete the registration process.

New User Registration

Are you a student? ☐ Yes ☒ No 4

User Name: 5

Last Name: 6

First Name: 6

Password: 7

Confirm Password: 7

Email: 8

Confirm Email: 8

Add Students

9

	Student ID	Last Name	First Name	Birth Date
❌	999999	SMITH	JON	01/09/2005
❌				
❌				
❌				

10 Save Clear

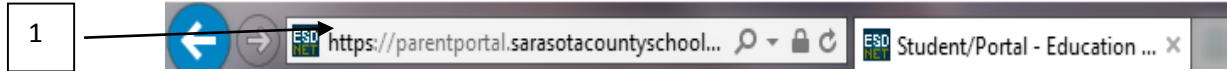
[Back to Login](#)

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Signing Into the Student or Parent Portal	
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2	Once the Sign-in screen appears, enter your Parent Portal User ID to the area on the right of the “User Name”
3	Then enter that account’s password in the “Password” area
4	Left mouse click on the “Sign-In” button

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Retrieving a Forgotten Student – Parent Portal “Password”	
1	At the Student + Parent Portal Sign-In, click “Forgot Password?” link.
2	On the Forgot Password screen, enter your “User Name” and “Email” address.
3	Click “Submit”. Your password will be automatically emailed to the account used when you registered.

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2 → User Name:
Email:

3 →

1 → **User Assistance**
[Forgot Password?](#)
[Forgot User Name?](#)
[New User Registration](#)
[Change Language](#)
[Back To Login](#)

Retrieving a Forgotten Student – Parent Portal “User Name”	
1	At the Student + Parent Portal Sign-In, click “Forgot User Name?” link.
2	On the Forgot User Name screen, enter your “First Name” and “Last Name” and “Email” address.
3	Click “Submit”. Your “User Name” will be automatically emailed to the account used when you registered.

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2 → First Name:
Last Name:
Email:

3 →

1 → **User Assistance**
[Forgot Password?](#)
[Forgot User Name?](#)
[New User Registration](#)
[Change Language](#)
[Back To Login](#)

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STUDENT + PARENT PORTAL – QUICK SHEET

Navigating & Using the Student + Parent Portal	
	<p>The Portal can be navigated using the menu on the left side of the web page.</p> <p>*Student Schedules – Defaults to show a student’s school schedule.</p> <ul style="list-style-type: none"> • Semester 1 / Semester 2: Shows courses being taught during each Semester • Prd: Class Period • Time: Time of day the class meets • Pattern: Days of the week the class meets • Title: Course Title • Course - Section: Course Number • Teacher: The name of the teacher teaching the course • Rm - Bld: Room and Building Number • School: The school the student is enrolled in <p>*Elementary Student Schedules represent the correct courses and the name of the teacher for a student, but the period and time of the class is not necessarily correct. If you need to find out the time a subject is taught to your student, please contact the school.</p> <p>Attendance – View a student’s daily and historical attendance</p> <p>Report Card – View student’s current report card grades</p> <p>Progress Report – View student’s progress report grades (usually given half way through a quarter)</p> <ul style="list-style-type: none"> • Not applicable at all grade levels <p>Assignments – Lists all the courses the student is enrolled in with the numeric average, letter grade and total absences, unexcused absences, excused absences and tardies. The assignment “Show Details” will list several categories:</p> <ul style="list-style-type: none"> • Homework • Class Work • Projects • Quizzes • Labs • Semester Exam <p>Miscellaneous – Change parent portal passwords, set automatic academic email alerts (attendance, grades...etc.), and add/remove which children are displayed in the parent portal. On this page you can select if you need the school to provide you with a paper copy of the report card each quarter. Otherwise, you can view and print your Student Report Card from the portal. You will also be able to view other information kept in our data base system.</p> <p>Emailing Teachers – At various points in the program you may see an email icon next to a teacher’s name. () By clicking on this icon/picture you can compose and send an email to that teacher automatically.</p>

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STUDENT + PARENT PORTAL – QUICK SHEET

Student Schedule



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Student + Parent Portal

SARASOTA COUNTY

Student: XXXXXXXXXX

School: **SARASOTA HIGH SCHOOL**

Grade Lv.: 11 ID: 999999

Counselor:

Homeroom:

Year: 2015 - 2016 Team: GENTM

[Messages](#) [Help](#) [Logout](#)

Student Schedules

Attendance

Report Card

Progress Report

Assignments

Skills

Course Request

Miscellaneous

☐ Show Dropped Classes

[Weekly](#)
☒ Currently Attending

Semester: 1

Prd Time Pattern	Qtr	Title Course-Section Teacher	Rm - Bld School	Add Date Drop Date
1-1 07:3... MTWRF		AICE PSYCH 2107360 - 1 Teacher Name	142... 0051	08/18... -
2-2 08:2... MTWRF		AICE ENG LANG 1001550 - 1 Teacher Name	13-2... 0051	08/18... -
3-3 09:2... MTWRF		CULINARY ARTS 2 8800520 - 2 Teacher Name	14-1... 0051	08/18... -
4-4 10:1... MTWRF		US HIST HON 2100320 - 1 Teacher Name	13-2... 0051	08/18... -
5-5 11:1... MTWRF		AICE PHYS 2003431 - 3 Teacher Name	13-1... 0051	08/18... -
6-6 11:5... MTWRF		LUNCH 00LNCHX - 3	- 0051	08/18... -
7-7 12:3... MTWRF		PRE-CALCULUS 1202340 - 4 Teacher Name	142... 0051	08/18... -
8-8 01:2... MTWRF		CERAM/POT 3 0102320 - 1 Teacher Name	428... 0051	08/18... -
10-10 02:1... MTWRF		ADVISORY 00ADVIS - 2116 Teacher Name	14-2... 0051	09/23... -

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Miscellaneous Tab – Setting Preference for Report Card

SARASOTA COUNTY Messages Help Logout

Student: _____ Counselor: _____
 School: _____ Homeroom: _____
 Grade Lv.: _____ ID: _____ Year: _____ Team: GENTM

Student + Parent Portal

Student Schedules
Attendance
Report Card
Progress Report
Assignments
Skills
Course Request
Miscellaneous
 Passwords / Alerts
 Contacts
 Additional Info
 Messages

PARENT NOTIFICATION

I choose to have the report card delivered only in the Portal (No paper copy): ☒ Yes ☐ No

Inform me by email when my child: ☒ Is Absent or Tardy ☐ Attendance
☐ Misses an Assignment ☒ Assignments

Email me weekly reports for:
 Email To:
 Current E-mail: _____
 Second E-mail: _____
 Third E-mail: _____

INFORMATION

To view the Report Card

SARASOTA COUNTY Messages Help Logout

Student: _____ Counselor: _____
 School: _____ Homeroom: _____
 Grade Lv.: _____ ID: _____ Year: _____ Team: _____

Student + Parent Portal

My Students
Student Schedules
Attendance
Report Card

☐ Show Dropped Classes [Download Official Report Card](#) [Current Term](#)

Title	Course-Section	Period	Term	Att	Cr	GP1	GP2	EX1	SM1
LUNCH	00LNCHX-607	7 - 7	1	0.000					
	PINE VI...								

Student + Parent Portal Support

- If you have forgotten your password and/or username and the online password reset feature does not work, call or contact the School Office where the student attends.
- The School Office is not able to address service provider issues or computer hardware/software problems.
- Attendance questions should be directed to the School Office where the student attends.
- Any questions about grades should be directed to the teacher.