

eSD® Portal: Parent View
User Guide
v. 11.6.0



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Overview

This guide provides parents/guardians with a step by step guide outlining the navigation and use of the parent portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The eSchoolData Parent Portal allows for instant online access to current, relevant information that will enhance your involvement with your student's academic career.

Parent Portal Login Page

Please refer to your school district's website for an existing Parent Portal Link. If your district has not created a Parent Portal link on the school's website, please contact them for the URL.

Districts using Parent Portal will display Parent Portal Registration only. If the district is using Online Registration AND Parent Portal then the Login Page will contain fields for **both**.



- ✓ Parent Portal Registration: Request a new parent portal account
- ✓ Online Registration: Register new families and their students to attend school in the district.

Online Registration

The Online Registration link is used by parents who are new to the district and need to register their students. If your students are already registered in the district but you have not been given a User ID and Password, please contact the district.

If you are new to the district, click the **Online Registration** link to register your household and students.

The Online Registration Application Form will open, with five tabs: Household Information, Guardian Contacts, Emergency Contacts, Student Information, and Account Information.

When provided by the district, a list of available **language translations** is displayed in the upper right-hand corner of the form. Click the applicable **language** to view the translated form.

The screenshot shows the 'CSIU Online Registration Form' with five tabs: Household Information, Guardian Contacts, Emergency Contacts, Student Information, and Account Information. The 'Household Information' tab is selected and highlighted with a red border. Below the tabs, the form contains the following fields:

- Surname ***: A text input field with the placeholder text 'Surname'.
- Registration Date ***: A date selection field with the placeholder text 'Registration Date' and a calendar icon.
- Primary Household Phone ***: A text input field with the placeholder text 'Phone Type' and a dropdown arrow.

Note:

Once a translation is displayed, English replaces the selected language in the list of language options.

Note:

The required fields on each Tab may vary from the sample screenshots on the following pages, based on the district's settings.

If you already have students enrolled in the district, but would like to register a new student using the portal log in and then click the "Register New Student" button.

The screenshot shows the eSD Parent Portal home page. At the top, it displays 'English', the date 'Tuesday, March 12, 2024', and the user 'TrainAdmin (Admin) with tboone@fakeparent.com'. The main content area features the 'greatschools' logo on the left and a 'My Student(s)' table on the right. The 'Register New Student' button is highlighted with a red box.

ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
1	Jeytson	James	Boone	\$0.00	12	CSIU Training High School

Note:

If the **Register New Student** button is used to launch the Online Registration form, the **Household Information** tab will be pre-filled with data currently in the system.

When the **Online Registration Application Form** is launched via the **Register New Student** button from within the Portal then **Household Information** and **Contact Information** tabs will be pre-filled with data from the existing household.

Household Information Tab

Enter the **Registration Date**, household **Surname** and **Language**, and the Household **Physical Address**.

In the **Household Mailing Address** section, check **Mailing Address Same as Household Physical Address** (if applicable); otherwise enter mailing address information.

Enter the **Primary Household Phone**, and any other required information (indicated by a red asterisk *).

CSIU Online Registration Form

Household Information
Guardian Contacts
Emergency Contacts
Student Information
Account Information

Household Information

Surname *

Registration Date *

Primary Household Phone *

Home Phone

(631) 555-7373

 Unlisted

Language *

Household Physical Address *

Number	Street	Apartment
<input type="text" value="4659"/>	<input type="text" value="Forest Road"/>	<input type="text" value="Apt."/>

Condo/Community


City	State/Province	Zip/Postal
<input type="text" value="Strongstown"/>	<input type="text" value="Pennsylvania"/>	<input type="text" value="15957-"/>


Household Mailing Address *

Mailing Address Same as Household Physical Address

← Back to Home
→ Next

Note:

Click the **Calendar icon**  to select and enter the date in the correct format (mm/dd/yyyy).

Click the **Menu icon**  to open the menu, or start typing in the field to display a list of matching options.

Click **Next** to move to the Contact Information tab

Guardian Contacts Tab

Enter the requested information for the first parent/guardian in the household.

The screenshot shows the 'Guardian Contacts 1' tab in the CSIU Online Registration Form. The 'Guardian Contacts' tab is highlighted with a red box. The form contains the following fields and controls:

- Salutation:** A dropdown menu with 'Mr.' selected.
- Contact First Name:** A text input field containing 'Steve'.
- Contact Last Name:** A text input field containing 'Boone'.
- Phone:** A dropdown menu for 'Home Phor', a text input field with '(631) 555-7373', and an 'Unlisted' checkbox. An 'Add Phone' button is to the right.
- Contact Email:** A dropdown menu for 'HOME', a text input field with 'steve.boon@yahoo.c', and a 'Primary' checkbox. An 'Add Email' button is to the right.
- Gender:** A dropdown menu with 'Male' selected.
- Resides In Household:** A checked checkbox.
- Contact Mailing Address:** A text input field with a checked checkbox for 'Mailing Address Same as Household Mailing Address'.
- Navigation:** 'Previous' and 'Next' buttons at the bottom, with 'Next' highlighted in red. An 'Add Additional Contact' button is also present.

Click **Add Additional Contact** to add new contact.

Click Next to continue to the **Emergency Contact** tab.

Important information regarding Primary Email Address and Usernames

The eSD system uses either the Portal Account's **Username** or **Primary Email Address** for login authentication.

- Via a **Web Browser**, the system uses the portal account's **Username** as the login username. Individual accounts
- Via the **eSD Mobile App**, the system uses the portal account's **Primary Email Address** as the login username. One account that allows the user to choose the building.

Note:

If the **Register New Student** button is used to launch the Online Registration form, the **Guardian Contacts** tab will be pre-filled with data currently in the system.

Note:

It is recommended to add, at a **minimum**, one **Guardian**.

Note:

Click **Add Phone** or **Add Email** to add additional phone and/or email records for the Contact.

Check **Primary** for the email address that should be used for Portal communications.

Please see the **Important information regarding Primary Email Address and Usernames** on page 6 for primary email restrictions.

Contact Email is required only for the Guardian Contact that is signing the application.

Please see below for additional requirements regarding Usernames and Primary Email Addresses:

1. If a guardian has **multiple portal accounts** (i.e., students in different districts, or at a CTE)
 - The **Username** for EACH Parent Portal Account **MUST** be different
 - **BUT Primary Email Address** for each account can be the same email address.
 - Only **ONE** of the guardian's portal accounts can use the **Primary Email Address** as the **Username**.

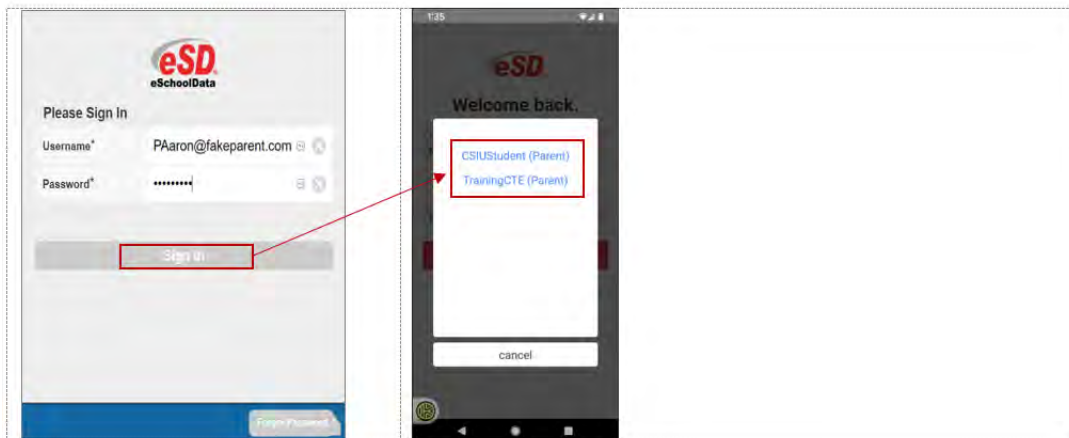
K-12 District

User ID	First Name	Last Name	Primary Email	Street	City	State	Student Count	Grades	Unrepresented
PAaron@fakeparent.com	Pam	Aaron	PAaron@fakeparent.com	212 Williamsburg Ave	Charlert	Pennsylvania	1	9	No

CTC

User ID	First Name	Last Name	Primary Email	Street	City	State	Student Count	Grades	Unrepresented
PamAaron-CTE	Pam	Aaron	paaron@fakeparent.com	30 Route 634	Moody	Pennsylvania	3	9, 10, 11	No

Mobile App



2. An email address can be set as the **Primary Email Address** for **only ONE** guardian, but that email address can be used as a secondary email address for other household members.
3. **Web browsers** use the portal account's **Username** for login authentication. Guardians with multiple portal accounts must log in using the **Username** and password established for EACH account.
4. The **Mobile App** uses the **Primary Email Address** for login authentication, allowing guardians with multiple portal accounts to have access to each of their accounts via the App, by selecting the applicable Role and/or District upon login.

Emergency Contacts Tab

Enter the requested information for the first emergency contact for the household. In the **Contact Mailing Address** section, check **Mailing Address Same as Household Mailing Address** when applicable; otherwise enter the needed mailing address information.

When finished entering all required information for the first contact, click **Add Additional Contact** to add another Emergency Contact. When finished entering all Emergency Contacts, click **Next** to move to the Student Information tab.

The screenshot displays the 'Emergency Contacts' tab of the 'CSIU Online Registration Form'. The form is divided into sections: Household Information, Guardian Contacts, Emergency Contacts (active), Student Information, and Account Information. Under 'Emergency Contacts 1.', there are input fields for 'Contact First Name' (filled with 'Jeanette'), 'Contact Last Name' (filled with 'Smith'), 'Phone' (filled with '(570) 555-9988'), and 'Contact Email'. A dropdown menu for 'Gender' is set to 'Female'. A checkbox labeled 'Resides In Household' is present and highlighted with a red box. At the bottom of the form, there are 'Previous' and 'Next' navigation buttons, with the 'Next' button also highlighted with a red box. A red 'Add Phone' button is visible next to the phone field, and a red 'Add Email' button is next to the email field. A red 'Add Additional Contact' button is located at the bottom right of the form area.

Note:

If the **Register New Student** button is used to launch the Online Registration form, the **Emergency Contacts** tab will be pre-filled with contacts currently associated to students in the household.

Note:

The CSIU recommends adding, at a **minimum**, one **Emergency Contact**.

Note:

Click **Add Phone** to add additional phone records for the Contact.

Student Information tab

Enter the required information for the first student in the household that needs to be registered. Select the first **Guardian Contact** from the Contacts entered on the Contact Information tab. When finished, click **Add Guardian Contact** to add another Guardian, when applicable. Select the first **Emergency Contact**, then click **Add Emergency Contact** if needed.

When finished, click **Add Additional Student** to enter the required information for the next student in the household.

When finished entering information for all students in the household, click **Next** to move to the Contact Information tab.

CSIU Online Registration Form

Household Information
Guardian Contacts
Emergency Contacts

Student Information

Account Information

Student Information 1.

Student First Name *

Student Middle Name

Student Last Name *

Date Of Birth *

Gender *

Country Of Birth *

Language *

Race *

Native Hawaiian or Pacific Islander

Asian

American Indian/Alaskan Native

Black or African American

White

Guardian Contact *

Contact

Contact Priority **Relationship**

Correspondence **Custodial Parent** **Child Pickup**

Guardian Alert

+ Add Guardian Contact

Emergency Contact *

Contact

Contact Priority **Relationship** **Child Pickup**

+ Add Emergency Contact

Note:
ONE Guardian Contact and **ONE Emergency Contact** are required, at a minimum, for EACH student.

The **Contact Priority** is the order in which the student's **Guardian Contacts** and **Emergency Contacts** should be contacted.

Each of the student's Contacts (Guardian and Emergency) should have a **unique Contact Priority for that student**, which may (or may not) be the same as their Contact Priority for another student in the household.

The screenshot shows a registration form with the following fields and options:

- Date Enter USA ***: 03/01/2007
- State Entry Date ***: 03/01/2007
- School and Grade**:
 - School: CSIU Training High School
 - Grade: 10
- Date Entering District ***: 03/12/2024
- Calendar ***:
 - 23-24 HS Default Calendar 7th - 12th
 - 23-24 HS VO-Tec Calendar 10th - 12th
- ID Number ***:
 - Field: ID Number
 - Auto ID

Navigation buttons: **← Previous** and **→ Next** (highlighted with a red box). A red button labeled **Add Additional Student** is also visible.

Click **Next** to continue to the Account Information tab.

Account Information tab

Read the Parent Portal User **Agreement** (when provided) and check **I Agree**, then select the Guardian **Contact** who will be signing the Agreement. Enter the Guardian’s **Signature** and select the **Submit Date**, then click **Submit**.

Note:
An **Email Address** is required for the Guardian **Contact** signing the Agreement.

Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 6.

The screenshot shows the **CSIU Online Registration Form** with the **Account Information** tab selected (highlighted with a red box). The form includes the following fields:

- Agreement ***:
 - I Agree *
- Contact ***: Steve Boone
- Signature ***: Steve Book
- Submit Date ***: 03/12/2024

Navigation buttons: **← Previous** and **Submit** (highlighted with a red box).

An email (to the Contact selected on the Account Information tab) will automatically be generated when the Online Registration application is submitted, and again when the application is approved or denied.

If the Online Registration Application is approved, Parent Portal accounts will be automatically generated for each new Guardian with **Correspondence** checked AND an **Email Address** checked as **Primary**. Emails will automatically be sent to Guardians with new Portal accounts, containing their **User ID** and a temporary **Password**, along with a link to activate the account.

Parent Portal Registration

To request a parent/guardian portal account, click the link on the home page where it says “Parent Portal Registration.”



A Parent Portal Registration Form will open.

Enter the required information (indicated by a red asterisk* before the field name) on the **Account Information** screen, then click **Create Account Information**.

Note:

The uncustomized **Parent Portal Login page** displays the most recent winning student’s entry from the eSchoolData® Login Page Art Contest.

Note:

Username is restricted to max 254 characters and **Password** is restricted to max 50 characters.

The **Username** CANNOT include any of the following characters: `!@#$$%^&*()+=-[]{}<>?`

For additional information about usernames and email addresses, please see the **Important information regarding Primary Email Address and Usernames** on page 6.

Enter the required information on the **Personal Information** screen and click **Create Personal Information**.

Complete the required information in the **Add Student** section of the **Student Information** screen and click **Add Student to the above list**. After adding your students, click **Finish Registration!**

Note:
Only one student is required to verify your identity. All your students will be listed on the account when approved.

A confirmation message will display stating that the Parent Portal registration has been successful. Once the account request has been approved by the school district, an **email** will be sent from the school district to the email address listed on the registration form.

The account approval email will contain their **User ID** and a temporary **Password**, along with a link to activate the account.

Logging In

If the parent/guardian has received an email with their User ID and temporary Password, click the link in the email to verify the email address. Once the email address is verified, click **Login** to login to the account using the provided credentials.

If the district has auto-generated the portal account, the User ID and temporary Password provided by the district should be used to login for the first time.

Upon first login, the District's **Terms of Use** should be read. Click **I Agree** at the bottom of the Agreement to proceed further.

After agreeing to the Terms of Use, if the Parent Portal account has been auto-generated by the district, users will be required to establish a new **Password**, and enter a **Primary Email Address** (if missing). Users will also have the option to **Use this E-Mail address as my User Name**.

Click **Save** when finished.

Important:

Portal accounts are locked automatically after **five (5) failed login attempts**, and a “locked account” email is automatically sent to the user’s **Primary email address**.

Users will be directed to contact their district to unlock the account.

Note:

To change a forgotten Password, click the **“Forgot Password?”** link. An email will be sent to the Primary Email associated to your portal account.

The background image on the **Parent Portal Login page** may change with the seasons.

Note:

Parents/Guardians will be prompted to Agree to the District’s **Terms of Use** each time the Terms are amended.


Note:
The **Primary Email Address** is the email address to which “**Forgot Password?**” emails will be sent.

An error message will be generated if the **Primary Email Address** is not specified, or is already being used for another account as a **User Name** or a **Primary Email Address**.

Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 6.

Getting Help

Users can get help both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link where it says “**F.A.Q.**” to access the **eSchoolData Parent Portal F.A.Q.**

Once logged in to your Portal account, click the **Help icon**  in the upper right corner of the Parent Portal screens to access the **eSchoolData Parent Portal F.A.Q.**

ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School	Custom Indicators
751	Jayson	James	Boone	\$0.00	12	CSIU Training High School	

The **F.A.Q.** provides portal account holders with answers to commonly asked questions.

eSchoolData Parent Portal FAQ

What is the eSchoolData Parent Portal?

The eSchoolData Parent Portal is a highly secure, internet-based application through which parents and guardians can view details of their student's school records. Information that may be available via this portal based on your district's policies includes district and building announcements, assignment grades, student schedules, attendance information, progress reports, report cards, transcripts, assessment scores, course requests, health information, discipline incident information, bus assignments, fees, and more.

What do I need to access the Parent Portal?

To access the Parent Portal, you need a device with an internet connection. For the best browsing experience, we recommend Safari 5.0, Google Chrome 27, or Internet Explorer 11, or later.

Note:


When the **eSchoolData Parent Portal F.A.Q.** is accessed AFTER logging in to the Parent Portal, click the **Click Here to Home** link at the bottom of the FAQ page to return to the Home screen.

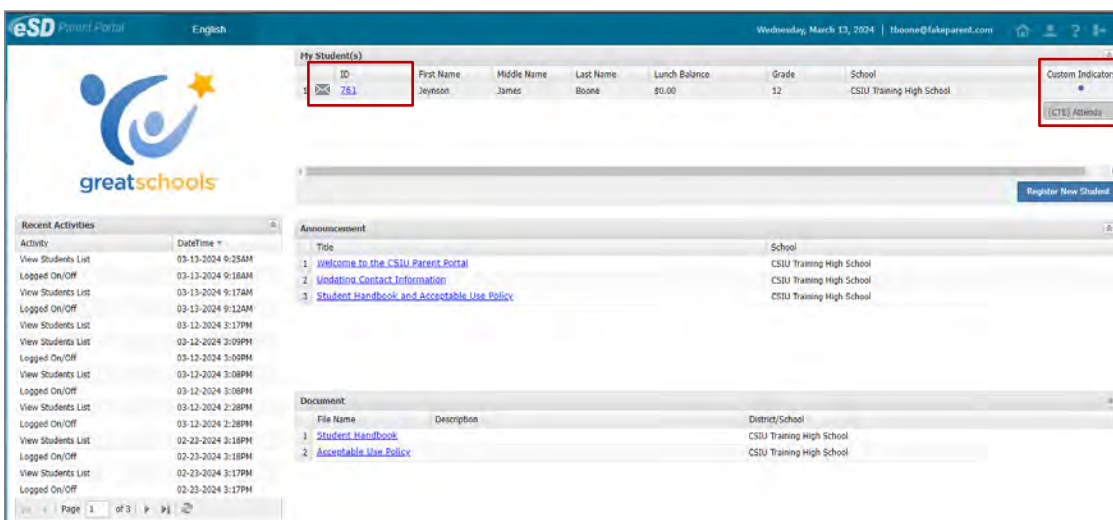
The icons at the top will NOT be available when the **F.A.Q.** is accessed from the **Login screen**.

Navigating the Portal

A successful login displays the **Portal Homepage**, which allows the portal account holder to see a list of their **Student(s)**, view District/School **Announcement(s)** and access any District/School **Document(s)**.

On the left side of the screen, Parents/Guardians can update the **language preference** from English to Spanish, view a log of their **Recent Activities**. On the top right side of the screen, the icon bar displays icons for **Home** , **My Account** , **Help**  and **Logout** .

Click on a hyperlinked **Student ID Number** in the list of **My Students** to view that student's information pages (defaults to the student's **Profile Tab**). Click the **Inbox icon**  to view messages. Hover over the **Custom Indicator** to view statuses assigned to students.



ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
761	Jeyeson	James	Boone	\$0.00	12	CSU Training High School

Note:

The **My Students** list includes graduated students for one year following graduation.

When enabled by your district, the **My Students** list displays a **Register New Student** button, which allows you to begin the registration process online for additional students in your family. For more information, see **Online Registration** on page 3.

My Student(s)							
	ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
1	1257	Warren	T	Acosta	\$12.00 (As of 11/12/2021)	12	CSIU Training High School
2	3089	Kayla	Renee	Acosta	\$0.00 (As of 11/12/2021)	9	CSIU Training High School
3	5041	Tora	Rose	Acosta	\$0.00 (As of 11/12/2021)	1	CSIU Training Elementary School


[Register New Student](#)

When enabled by your district, the **My Students** list displays the **Lunch Balance** for each child, and the date that the **Lunch Balance** was last updated.

Lunch Balances also display on the applicable student’s **Fees** tab (below), but are not included in the Fees **Total Balance**.



eSD Parent Portal								
Student Fees								
Invoice #	Fee Type	Fee Code	Memo	Fees	Fee Date	Total Payment	Balance	
	BAL	LUNCHBAL		\$12.00	11/12/2021		\$0.00	[\$12.00]
Total Payment							\$0.00	

Note: **Lunch Balances** display on the **Fees** tab, but are not included in the Fees **Total Balance**.

Click the **My Account icon**  to update your portal account information (passwords, usernames, and primary email addresses), plus additional information as permitted by your district. For more information, see **Updating Account Info**.


Messages



The Messages function allows parents/guardians to communicate with staff members about a specific student. Parents/guardians can access the **Messages** inbox for a student in two ways: from the **My Students** list on the Portal homepage and from the icon toolbar when viewing the student’s information.

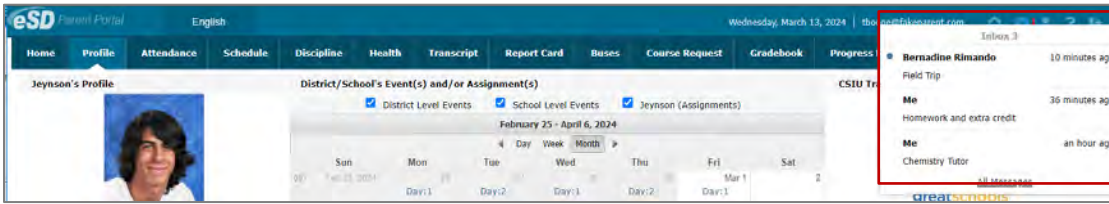
On the Portal homepage, the Messages icon will display as an **Inbox icon** , when there are no new messages about that student, or as a **New Message icon** . Click the Messages icon to access the **Messages Inbox** for the specified student.

eSD Parent Portal							
My Student(s)							
	ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
1	321	Jevnson	James	Boone	\$0.00	12	CSIU Training High School




[Register New Student](#)

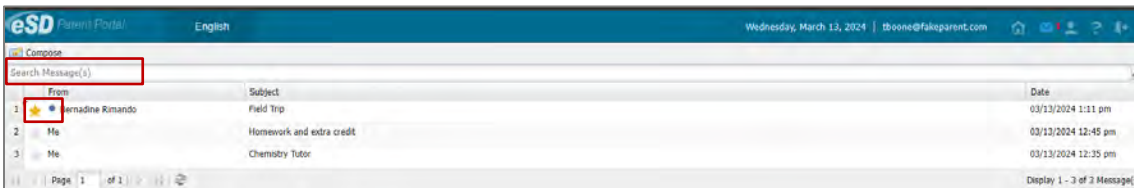
On the student information pages, the **Messages icon**  will display in the icon bar at top right, and may be followed by a red numeral to indicate the number of new messages (when applicable).

Click the **Messages icon**  to view a summary of recent messages for that student, with most recent messages listed first. The **New Thread icon**  will display on each unread message. Click a message to open both the **Messages Inbox** and that message, or click **All Messages** to open the **Messages Inbox**.

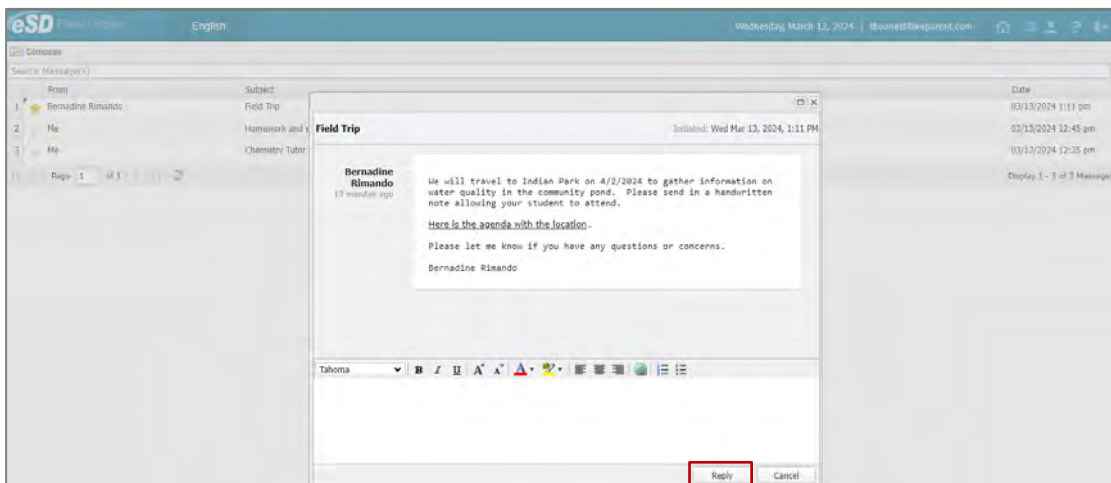


Messages Inbox

The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread icon**  will display on each unread message. Click the **Favorite icon**  to bookmark a message thread. Type a search term in the **Search Messages field** and click the **Search icon**  to filter the list of messages. Click a message to view the message thread details and/or reply to the message.



The existing **Message** window is divided into two areas: the message thread details at top and the reply field below, with the **Editor toolbar** at the top of the reply field. Type your response in the reply field and click **Reply** to send the response to all participants in the conversation.



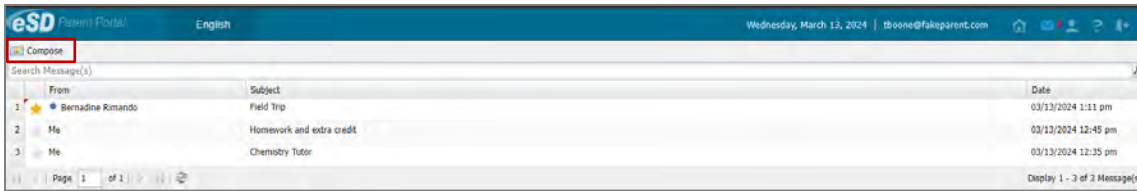
Tip:
Click your browser's **Back button** to exit the **Messages Inbox** and return to the previous page (Portal homepage or student information)

Note:
Click a **column header** to **Sort Ascending** by that column, click the header again to **Sort Descending**.

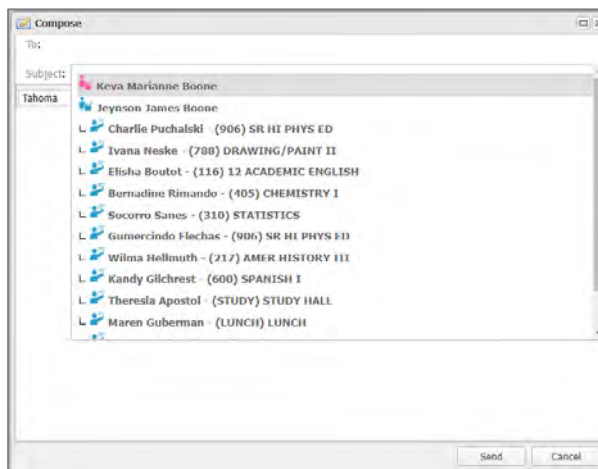
Note:
The **Editor toolbar** allows users to customize the text appearance, insert a link, and/or create lists.

New Message

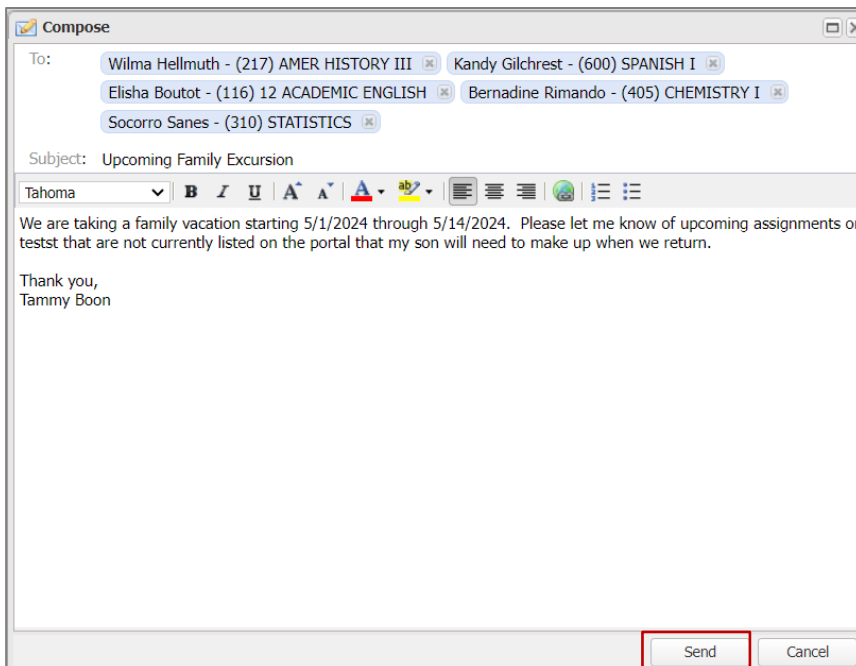
From the **Messages Inbox**, click **Compose** to create a new message.



In the **Compose** window, type your student's name in the **To** field to display a list of all of their teachers, then click a name to select the recipient. Repeat the process to select additional recipients to create a group message.



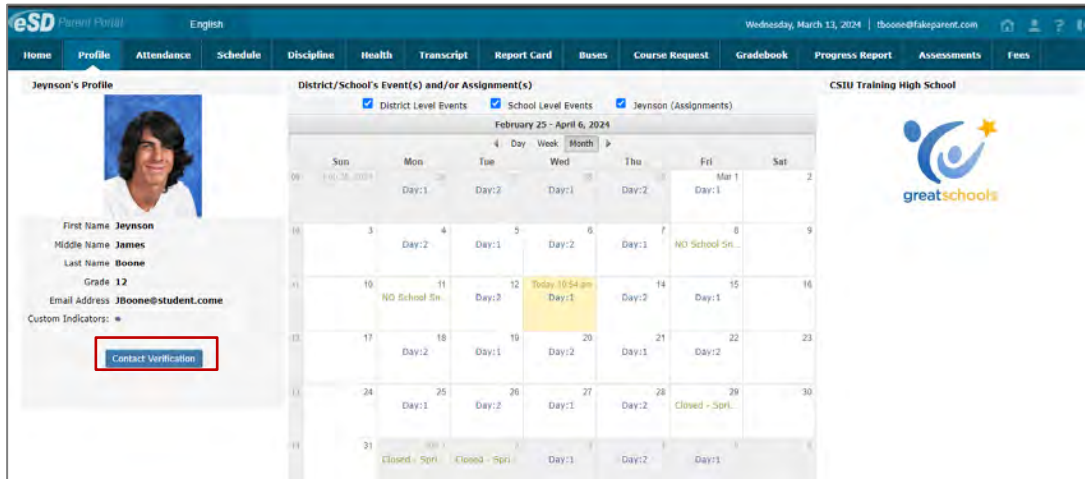
Enter a **Subject** and the message body. The **Editor Toolbar** allows users to customize the text, insert a link, or create lists. When finished, click **Send**.



Contact Verification

When enabled by the district, the **Contact Verification Form** allows custodial Guardians to update their student’s contacts online.

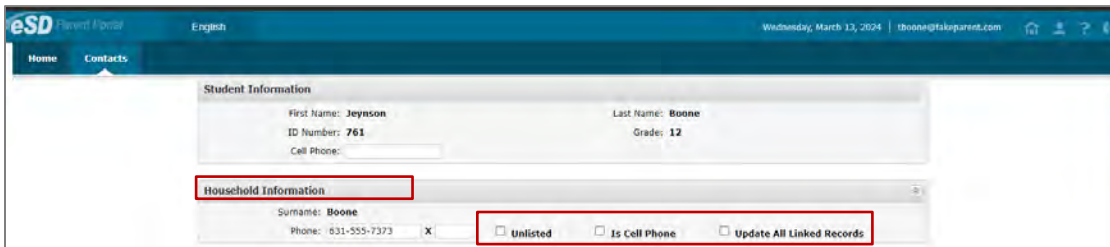
Click the **Contact Verification** button on the student’s Profile page to open their Contact Verification Form.



If Contact Verification is both **enabled AND enforced**, the Contact Verification Form will automatically open when custodial Guardians try to access the student’s Profile pages. The custodial Guardian **MUST** update the student’s contacts in order to access their Profile pages.

In the **Student Information** section, parents can add/update the student’s **Cell Phone**.

In the **Household Information** section, parents can update the **Household Phone**. Click **Update All Linked Records** to update the Home Phone record for all contacts (Guardian, Household Member, and Emergency Contact) who have the Household Phone as their Home Phone. (Linked records display a **Lock icon** 🗝️ to the left of the applicable phone number.)



Note:
Enforcement of **Contact Verification** restricts access to student information on both the **Parent Portal** and **Mobile Parent** sites.

Note:
Custodial guardians living **OUTSIDE** the Household can update only the **Student Information** and their personal **Guardian Information** and **Employer Information** sections.

They will **NOT** be able to view or update **Household Information**, **Emergency Contact Information**, **Physician Information** or **Additional Information**.

Important:
Household Address and **Guardian Addresses** **CANNOT** be updated via the **Contact Verification Form**. Guardians must contact the school to change their address.

In the **Guardian Information** section, parents can update the **Contact Priority**, **Phone Information** and **Email Information** (Email Address, Email Type, Primary Email) and checkmark the **Child Pickup** checkbox for the Primary Guardian and other Guardians residing in the household.

Guardian Information

Primary Guardian

Steve Boone Male Father Use Guardian as Emergency Contact:

Contact Priority: 1 Mailing Address: 4659 Forest Road Strongtown, PA 19957

Child Pickup:

Phone Information

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Attendance Phone	Description
<input checked="" type="checkbox"/>	631-555-6390		Home Phone	<input type="checkbox"/>	1	<input type="checkbox"/>	

Email Information

Delete	Email Address	Email Type	Primary Email
<input checked="" type="checkbox"/>	sboone@yahoo.com	HOME	<input checked="" type="radio"/>

In the **Emergency Contact Information** section, parents can add/delete/update emergency contact information (**Address** is optional) and allow **Child Pick** up by adding a check mark in the **Child Pickup** Checkbox. Click **Add Emergency Contact** to add additional contacts.

Emergency Contact Information

Delete

First Name: Leslie Last Name: Taylor

Gender: Male Female Relationship: Aunt

Contact Priority: 3

Child Pickup:

Address

Address (Optional)? Same as student household?

Address: 547 Apartment: 2

Street: Berlin Lane

P.O. Box:

City: Sprout

State/Province: Pennsylvania ZIP/Postal Code: 111777

Phone Information

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Description
<input checked="" type="checkbox"/>	570-519-4516		Cell Phone	<input checked="" type="checkbox"/>	1	

Email Information

Delete	Email Address	Email Type
<input checked="" type="checkbox"/>	ltaylor@gmail.com	HOME

Add Emergency Contact

Note:

Guardians residing in the household can VIEW (but NOT edit) the name and contact priority of guardians living OUTSIDE the Household.

Contact Priority sets the order in which the student’s contacts are called.

Phone Priority sets the order for calling a person’s phones. This defaults to the order in which phone numbers are entered, but can be changed.

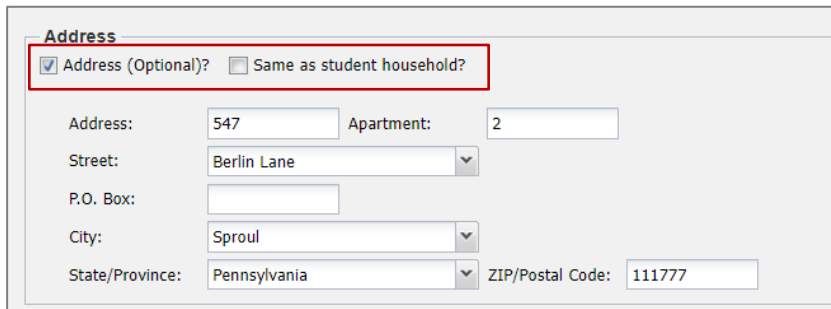
Guardians can specify a phone to be used for **Attendance** calls.

Phone Extensions can include up to five (5) digits.

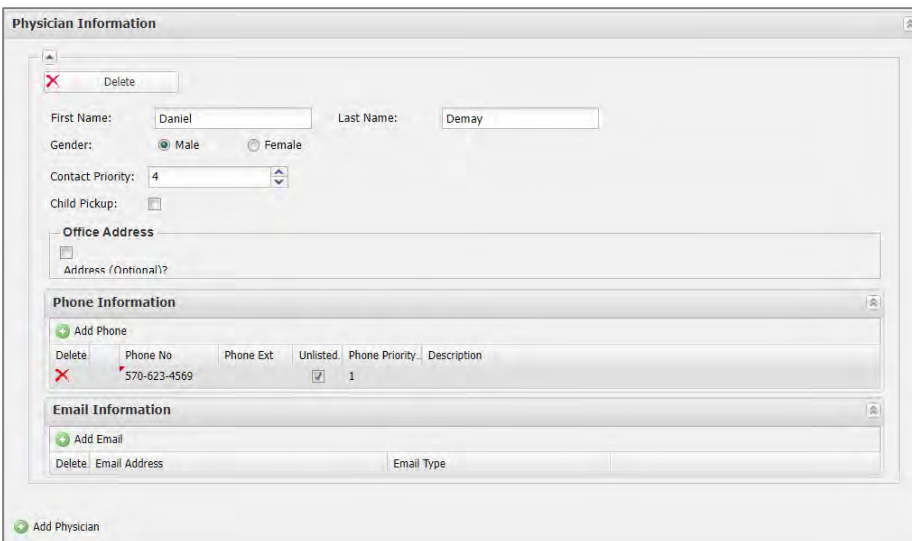
The **Primary Email** is the email address to which **“Forgot Password?”** emails, and other Portal communications, will be sent.

Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 6.

When **Address** is checked, parents can indicate that the address is the **Same as Student Household** (which automatically hides the address entry fields) or add/edit the emergency contact's address.



In the **Physician Information** section, parents can add/delete/update physician information (**Address** is optional, and functions the same as in the Emergency Contact section, but without the **Same as Student Household** check field). Click **Add Physician** to add additional physicians.



Delete	Phone No	Phone Ext	Unlisted	Phone Priority	Description
<input type="checkbox"/>	570-623-4569		<input checked="" type="checkbox"/>	1	

Note:
Phone Extensions can include up to five (5) digits.

In the **Employer Information** section, parents can add/delete/update their employer's information (**Address** is optional, functions same as Emergency Contact, but without the **Same as Student Household** check field). Click **Add Employer** to add additional information.

When finished, click **Verify** to submit the verified contact information; the changed records are automatically updated in eSD®.

Student Information Pages

When a student’s ID number is clicked, the student’s **Profile** tab displays by default. Click another **tab** to bring up the corresponding information. All tabs may not be available, and their order may differ from these screenshots, depending upon your school district’s use of the eSchoolData system. If there are more tabs than the resolution of your screen will show, the ends of the header row will display left and right scroll arrows, which will appear as inactive (greyed out) left or right arrows when there are no more hidden tabs.

Note:
Phone Extensions can include up to five (5) digits.

Note:
 When **Contact Verification** is **enforced**, the parent’s verification restores access to the student’s data, on both the **Portal** and **Mobile** sites.

Verification by ANY custodial guardian restores access to the student’s data for ALL custodial guardians.

Tip:
 The **Home** tab (as well as the **Home** icon in the icon bar at top right) will display your Portal Homepage with the list of your Students and the Announcements.

Hover your mouse over an icon to display a Tooltip with the icon’s name. (Example: My Account)

Profile

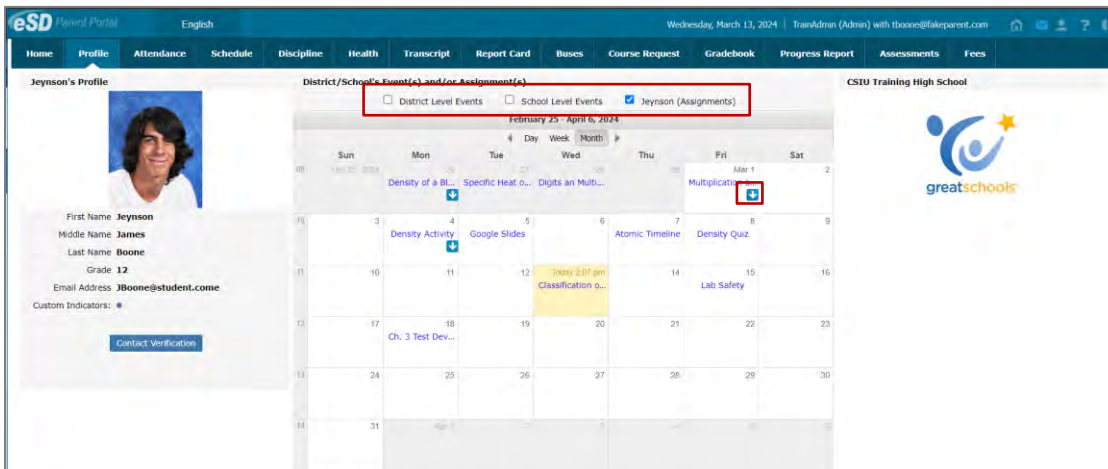
The **Profile** tab displays that student’s personal information and their **Calendar**, as well as an additional **Messages icon** in the icon bar at top right. When applicable, the **Messages icon** will be followed by a red numeral that indicates the number of new messages.

Note:
For more information about the **Messages icon**, see **Messages** on page 16.

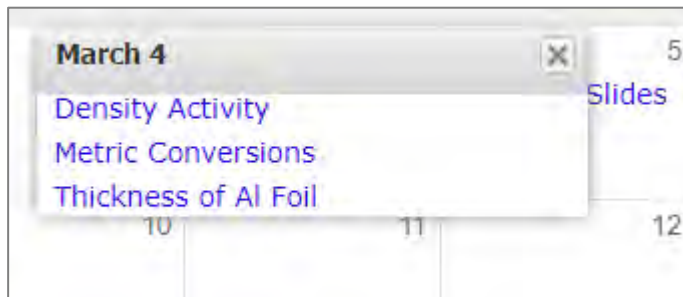


Calendar

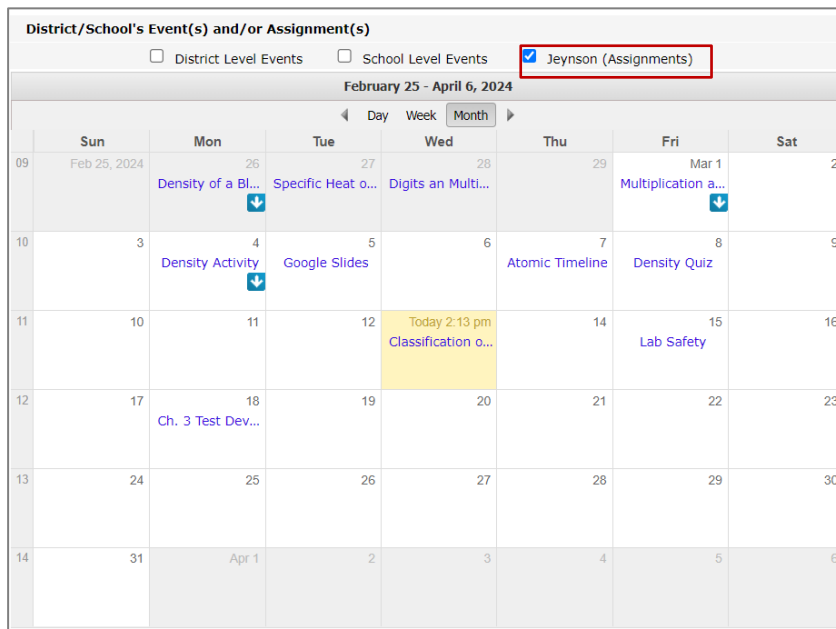
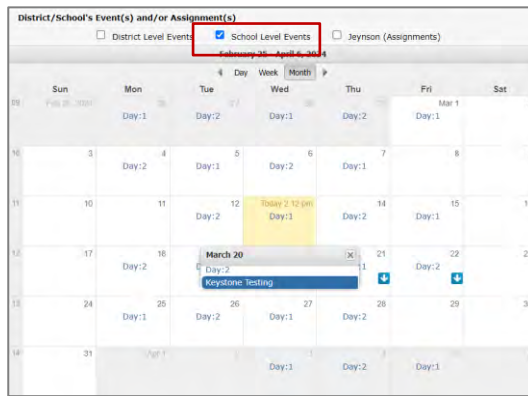
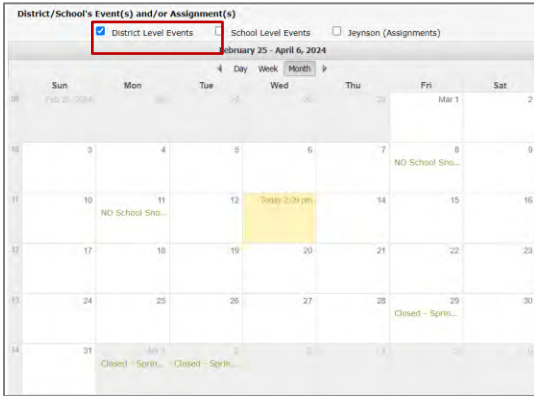
By default, the calendar displays the current Month, and all District Level and School Level Events along with the selected child’s Assignments. Click the **Forward** and **Back** arrows to display another date range. If there are more events on a calendar date than can be displayed, that date box will show the **More Events icon**.



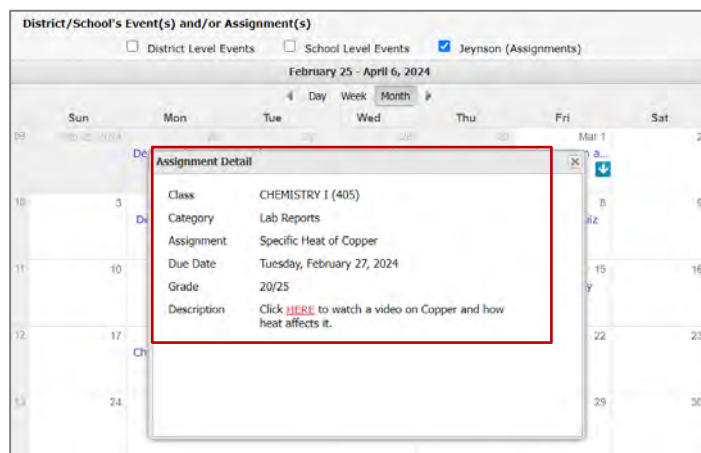
Click the **More Events icon** to open the Events box.



Parents/guardians can change the amount of information displayed by checking/unchecking the **Event** boxes. The following screenshots will display **District Level Events** only, **School Level Events** only, and **Student Assignments** only (on next page).

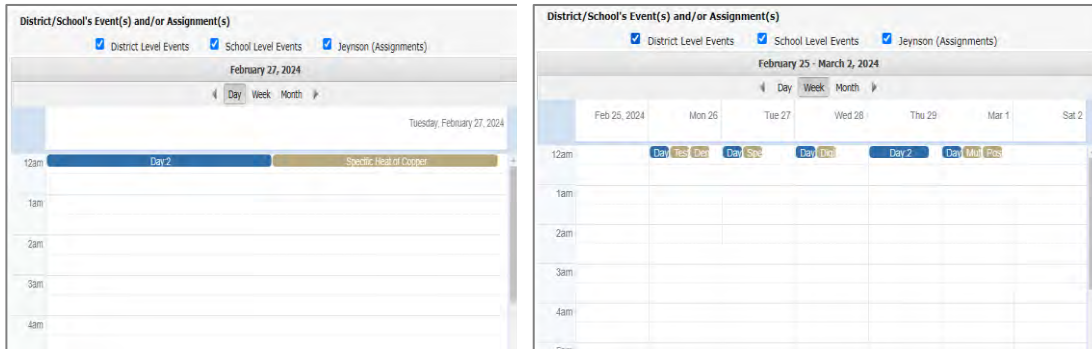


Click on an Assignment to open the **Assignment Details** window. The Grade (if shown) will display as **Earned/Possible Points**. The description of the Assignment may contain a hyperlinked URL, if included by the teacher.



Note:
For more information about a specific assignment, open the **Gradebook** tab.



Parents/guardians can view the calendar by **Day** or **Week**, in addition to the default **Month** view, as shown below.




Attendance

Click the **Attendance** tab to view the student's Attendance. Display of students' **Daily/Period Attendance, Comments** and **Attendance Events** is based on settings established by the district.

Student Attendance Letters area lists attendance letters generated when students meet district attendance thresholds as defined by the LEA. Click the **View** button to view the letter.

Click the **Print icon**  to print the student's attendance, or the **Print Note icon**  to print an attendance note.

Student Information
 First Name: Jeynson Middle Name: James Last Name: Boone
 ID Number: 761 Grade: 12

Student Attendance Letters
 Date: 02/14/2024 Title: Excessive Absences Occurrences: 9.00 Course: Daily Attendance
 Days Enrolled: 129 Days Absent: 4 Absent %: 3.10 (As of 03/13/2024) **View** 

Day	Attendance	Comment
09/13/2023	AE	Parent note - not feeling good
09/22/2023	AE	Parent note - sick
11/20/2023	AE	Parent note - sick
12/08/2023	AE	Parent note - sick
02/27/2024	DD	Dental Appointment
03/01/2024	AE	Vacation approved by Dr. Smith
03/04/2024	AE	
03/05/2024	AE	
03/06/2024	AE	
03/07/2024	AE	
03/13/2024	TX	

Periods Total Daily
 AE: 9
 AU: 0
 TE: 0
 TU: 1
 DE: 0
 DU: 0
 NA: 0

Events



Event	Reason	Start	End
Full Day(s)	Approved Vacation	03/01/2024-08:00AM	03/07/2024-02:00PM
Late Arrival	Tardy	03/13/2024-08:00AM	03/13/2024-08:50AM
Early Dismissal	Dismissed Early Doctor Excuse	02/27/2024-01:00PM	02/27/2024-02:00PM

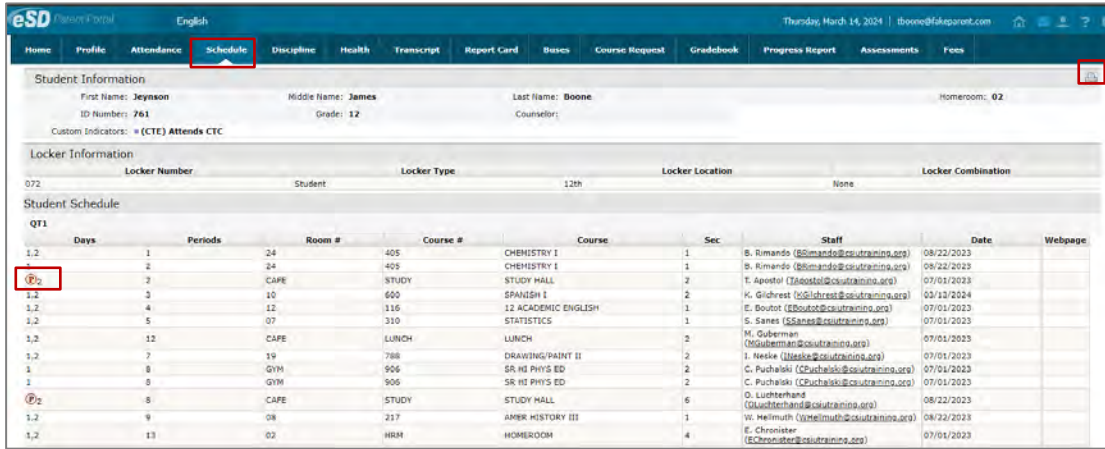
Legend:
 P Present, RD Both Present, RP Remote Present, A Absent, EA Both Absent, RA Remote Absent, NA Non-Attendance
 T Tardy, BT Both Tardy, RT Remote Tardy, D Dismissed, RD Remote Dismissed, Y/D Tardy & Dismissed, N/A Not Applicable
 * = Unknown, E = Excused, U = Unexcused, R = Remote, A = Absent, T = Tardy, P = Present, D = Dismissed, NA = Non-Attendance

Note: The **Attendance Note** and **Student Attendance** must be printed in **landscape** with **no margins** to avoid cutting off the printout.

The tooltip displayed when users hover-over each icon includes this information.

Schedule

Click on the **Schedule** tab to view the student’s schedule. The **Partially Scheduled icon**  denotes the student has been pulled out of that class for a given day pattern. The pull out day pattern(s) will be missing. If a teacher has enabled the eSD webpage functionality, a link to the teacher’s webpage will display in the **Webpage** column. Click the **Print icon**  to print the student’s schedule.



Days	Periods	Room #	Course #	Course	Sec	Staff	Date	Webpage
1,2	1	24	405	CHEMISTRY I	1	B. Rimando (BRimando@csutrainino.org)	08/22/2023	
1	2	24	405	CHEMISTRY I	1	B. Rimando (BRimando@csutrainino.org)	08/22/2023	
1,2	3	10	600	SPANISH I	2	K. Gichrest (KGichrest@csutrainino.org)	03/12/2024	
1,2	4	12	116	12 ACADEMIC ENGLISH	1	E. Boutot (EBoutot@csutrainino.org)	07/01/2023	
1,2	5	07	310	STATISTICS	1	S. Sames (SSames@csutrainino.org)	07/01/2023	
1,2	12	CAFE	LUNCH	LUNCH	2	M. Guberman (MGuberman@csutrainino.org)	07/01/2023	
1,2	7	19	788	DRAWING/PAINT II	2	J. Neske (JNeske@csutrainino.org)	07/01/2023	
1	8	GYM	906	SR HS PHYS ED	2	C. Puchalski (CPuchalski@csutrainino.org)	07/01/2023	
1	8	GYM	906	SR HS PHYS ED	2	C. Puchalski (CPuchalski@csutrainino.org)	07/01/2023	
1,2	8	CAFE	STUDY	STUDY HALL	6	O. Lichtenhan (OLichtenhan@csutrainino.org)	08/22/2023	
1,2	9	08	217	AMER HISTORY III	1	W. Helmuth (WHelmuth@csutrainino.org)	08/22/2023	
1,2	13	HRH	HRH	HOMEROOM	4	E. Christner (EChristner@csutrainino.org)	07/01/2023	

Note:

If the district has opted to display a **custom-format Schedule**, the page layout may differ.


If the user is accessing this page using a **Safari** browser, a link to the Edge document may appear instead of the document. Click the link to access the document in a new window.

Note:

The teacher’s webpage will display ALL classes for that teacher. Select the appropriate class from the left-side column to view that class’ webpage.

Discipline

Click on the **Discipline** tab to view the student’s discipline history.

Click the **Print icon**  to print the student’s discipline record.



Role in the Incident	Incident Type	Location	Description	Date	Time/Period	Referred By	Details	Teacher Comment
Offender	Horseplay	On school property/grounds (e.g., school building, athletic fields)	NC003. Horseplay;	03/14/2024	10:13:00	Acri, Jaime J	Jeynson was rough housing with another student in the hallway.	

Total: 1 Incident

Health

Click on the **Health** tab to view the student’s health records on file with the district. Click the **Print icon** to print the student’s health records.

Note:
Transcripts are published to the Portal at the school district’s discretion.

Transcript

Click on the **Transcript** tab to view the student’s transcript. Click **Print** to print an **unofficial** Transcript directly from this screen.

Subject	Total Credits Earned	Total Credits Attempted	Course	Course Level	Final Grade	Credit Earned	Credit Attempted	Grade Level
Arts/Humanities	1.00	3.00						
ELECTIVE	0.00	1.00	CSIU Training High School - Grade 9 - 2020 - 2021					
Fin & Prof Lit	1.00	1.00	Active Science		87	1.00	1.00	9
Foreign Language	1.00	1.00	Advisement		88	0.25	0.25	9
Language Arts	4.00	5.00	Algebra II		72	1.00	1.00	9
Math	3.00	4.00	Computer Applications 9		80	1.00	1.00	9
Miscellaneous	3.00	3.00	Computer Programming I		78	1.00	1.00	9
Physical Ed and Health	1.50	2.50	English 10		69	1.00	1.00	9
Science	4.00	5.50	English Composition 9		87	1.00	1.00	9
Social Studies	3.00	5.00	Health		95	0.50	0.50	9
Total	21.50	31.00	Physical Fitness and Wellness		58	0.00	0.50	9
			U.S. History I		74	1.00	1.00	9
Class Rank				Weighted Average	74.8485	7.75	8.25	
As Of	Weighted Rank	Out Of	Weighted Average	Weighted GPA	Cumulative Weighted Average			
02/02/2024 11:01:11	39	51	84.2083	2.5917	74.8485			
Assessments				CSIU Training High School - Grade 10 - 2021 - 2022				
Name	Date	Score	Astronomy		95	0.25	0.25	10
					80	1.00	1.00	10

Note:
If the district has opted to display a **custom-format Transcript**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

Report Card

Click on the **Report Card** tab to view the student’s report card. Click **Print** to print an **unofficial** Report Card directly from this screen.

CSIU Training High School
Report Card: MP3 (01/12/2024 - 02/18/2024)
115 Lawton Lane Craffon, PA 5555
School Telephone No: (555) 459-3111
Dr. David Smith, Principal, Principal

Student: Boone, Jaynson
Homeroom: 02
Grade: 12
ID Number: 761
Tuition District: TrainingCSIU

Course	MP1	MP2	MP3	MP4	FE	FNL CRS. GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.	Staff
DIGITAL MEDIA I	97	96	99	99	99	99			Mrs. Spell
DRAWING/PAINT II	100	100	99	99	99	99			Ms. Heple
12 ACADEMIC ENGLISH	98	98	99	99	99	99			Mr. Boutot
STATISTICS	91	96	99	99	99	99			Mrs. Sames
CHEMISTRY I	91	91	99	99	99	99			Mrs. Rimando
AMER HISTORY III	98	97	99	99	99	99			Mrs. Hellmuth
SR HI PHYS ED	100	100	99	99	99	99			Mr. Fiechas

Cumulative Daily Attendance: Absences: 4.00 Tardies: 0

93% - 100% = A
85% - 92% = B
75% - 84% = C
65% - 74% = D
0% - 64% = F

Honors & AP Classes
Pass/Fail Courses:
- PE Drug & Alcohol
- Integrated Academic Studies
75% - 100% = Pass 0% - 74% = Fail

Generated on 2024-02-02 11:00:06

Note:
Report Cards will be published to the Portal at the school district’s discretion.

Translations of Report Card comments will display, when available.

Note:
If the district has opted to display a **custom-format Report Card**, the page layout may differ.

If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

Buses

Click on the **Buses** tab to view the student’s bus information. Click the **Print icon** to print the student’s bus information.

Student Information
First Name: Jaynson Middle Name: James Last Name: Boone
ID Number: 761 Grade: 12


Vehicle ID	Route ID	Pickup Stop	Dropoff Stop	Start Date	End Date
Bus#24	Rte#52	6:00: Route #52 / Stop #6.00 (07:11)	11:00: Route #52 / Stop #31.00 (07:55)	08/23/2023	
Bus#24	Rte#29	6:00: Route #29 / Stop #6.00	10:00: Route #29 / Stop #30.00	08/24/2023	

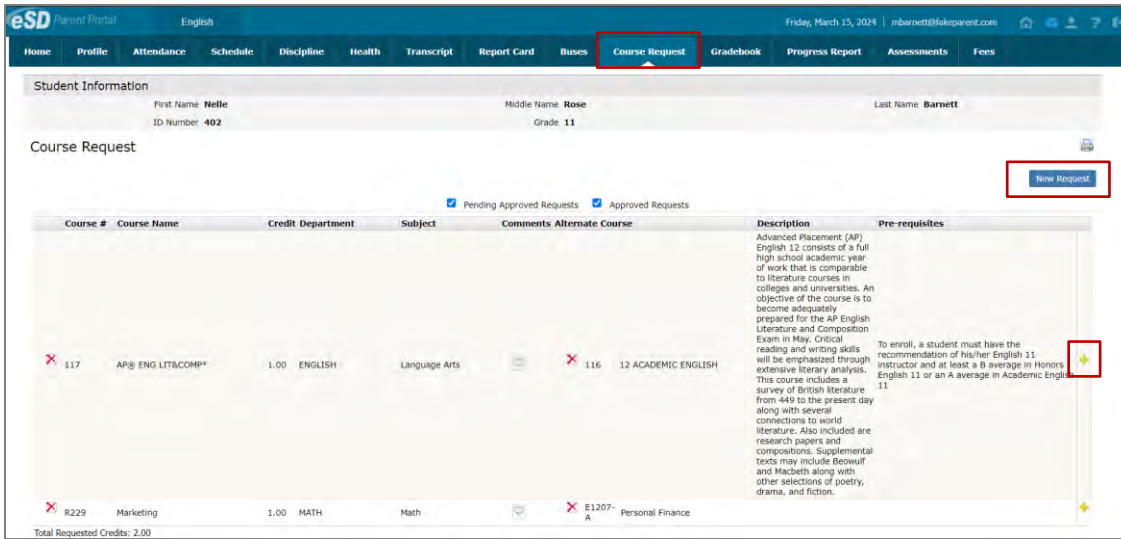
Note:
The **Pick Up / Drop Off** times are displayed, in 24-hour format, at the end of the **Bus Stop** (when available).

Course Request

Click on the **Course Requests** tab to view the student’s current Course Requests. Alternate Requests display to the right of the associated course request.

Depending on the district’s policy and settings, parents/guardians may enter new Course Requests by clicking the **New Request** button.

When enabled, parents/guardians will be able to enter Alternate Course Requests by clicking the **Add Alternate Course Request icon** .



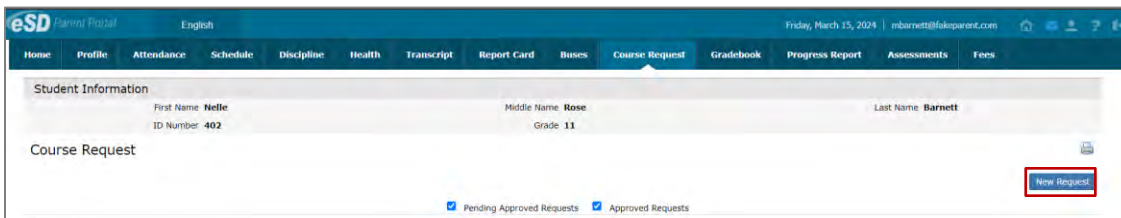
Note:

Schools may limit the total number of credits that can be requested. The **Total Requested Credits** displays the sum of current course request credits, whether entered by parent, student, or school staff.


When entering a course request, if the requested credits will exceed the limit set by the school, an error message will display and the course request will not be saved.


New Course Request/Alternate Course Request

Click **New Request** to Open the Course menu

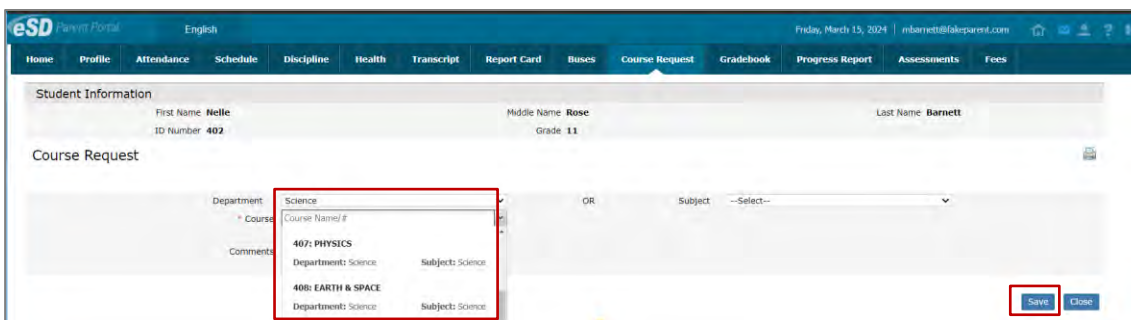


Note:

Parents can **Delete**  Course Requests that they (or their child) entered, UNTIL the requests are approved.

Click the **Comments icon**  to view and/or enter a Comment.

To select a course from the list, or type the **Course Name** or **Number** into the **Course** field. Use the **Department** or **Subject** field to narrow the list of available courses. Comments can be added if desired (New Course Requests only). Click **Save** to add the request.

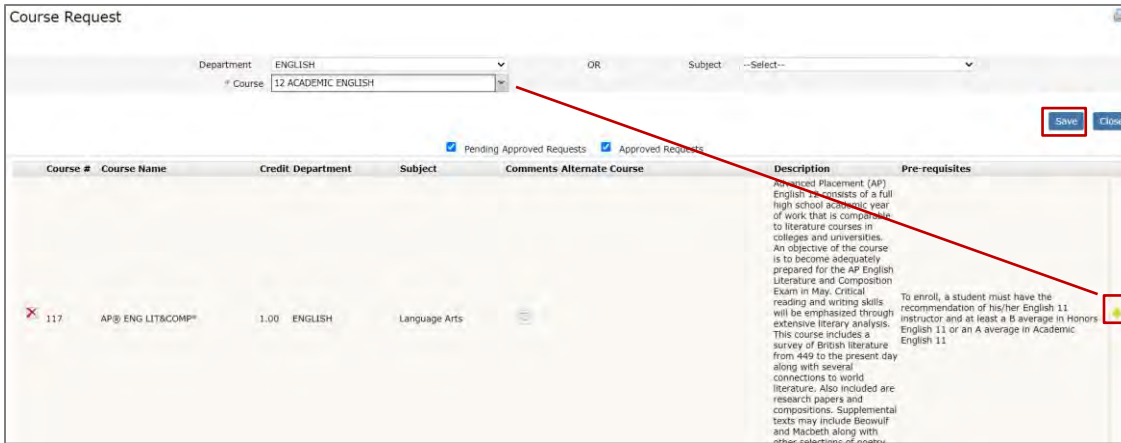


Note:

The list of **Courses** is sorted by **Course Number**.

If the course has a pre-requisite that the student does not meet, the **Pre-Requisite Not Met** message box will appear, detailing the course pre-requisite. To be considered for the course, enter **Comments** and click **OK**; otherwise, click **Cancel** to close the message box and select another course.

To add an alternate course request, click the **Gold +** and select the alternate course and click **Save**.



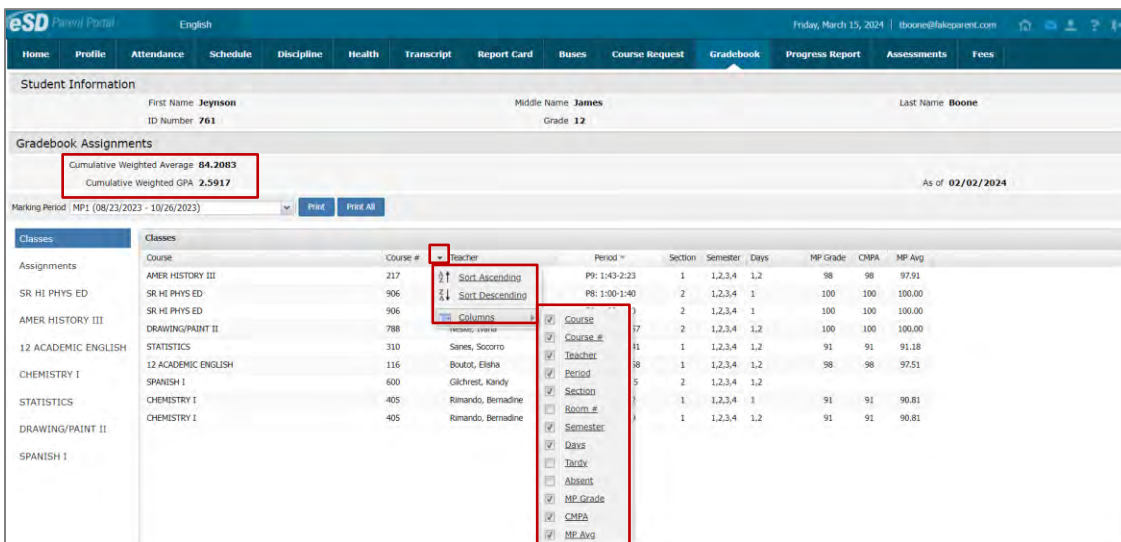
Gradebook

Click on the **Gradebook** tab to view the student’s classes list and published assignments. When the districts enables students cumulative grades they will be listed at the top of the Gradebook Assignments section.

The Gradebook Assignments window is broken into two sections; the **Classes List** menu on the left, and the **Classes** window on the right.

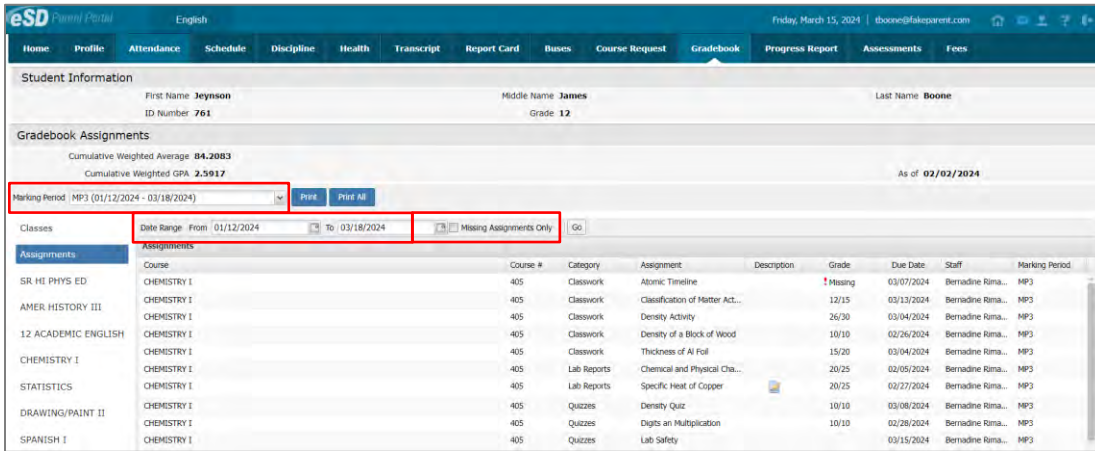
The default view is of the student schedule arranged by period. Users can change the **Marking Period** (defaults to the current Marking Period) from the drop-down menu, click **Assignments** to view all class assignments, and click a course in the **Classes List** to view specific details.

Hover over a column header and click the **Menu icon** ▼ to open the menu. Users can sort by that column (ascending or descending) and change the displayed columns.



Tardy and Absent totals on the gradebook screen are **class attendance**, not attendance for the day.


The Assignments window allows users to search for Assignments by **Marking Period**, by a specific **Date Range**, and/or by **Missing Assignments Only** (click **Go** to activate the Date Range/Missing Assignments filters).



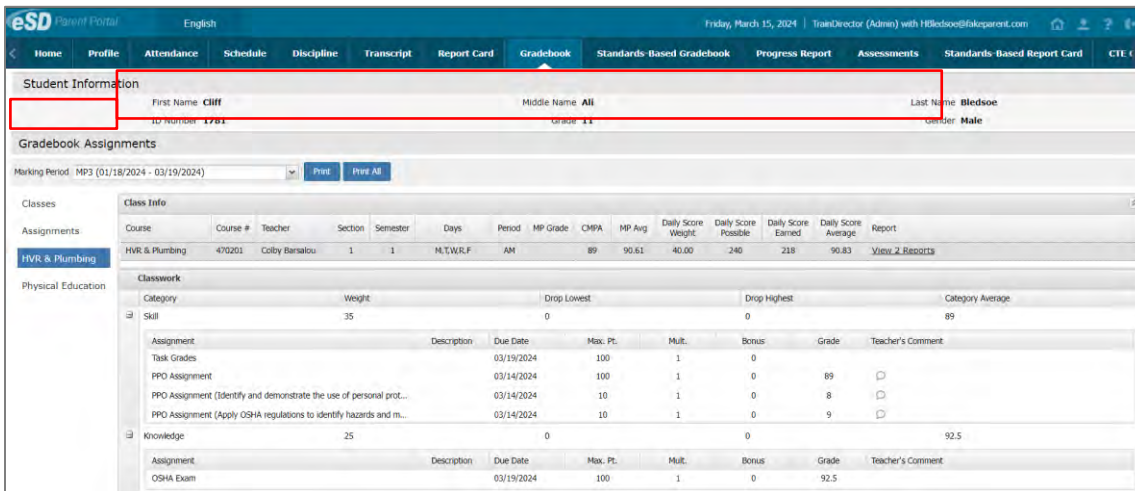
Note:
The **Print** button will open a new window which displays the current classes screen for printing.

The **Print All** button will open a new window that separates each class into a section for compartmentalized printing.

Click a Class name from the Classes List menu to display specific details for the selected Class.

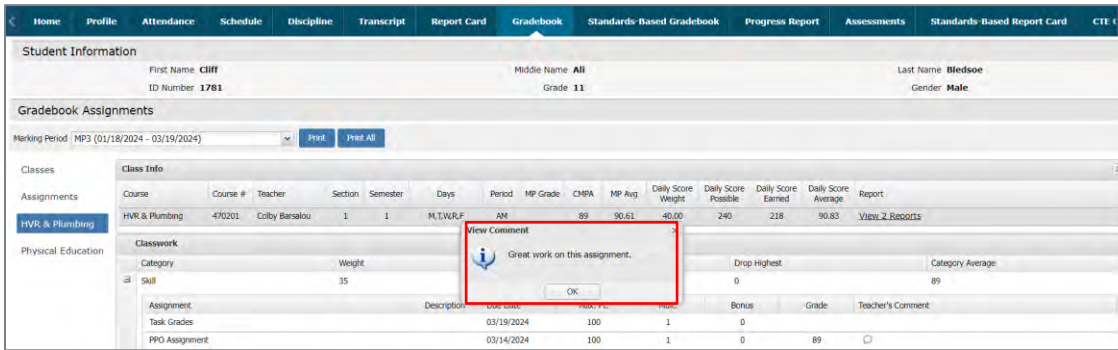
ELA's that use a daily work ethic grade will display the **daily score category** weight possible and earned points along with the average for the category. To view the daily score details click the **Report icon**  or the **View Reports** link to view any Student Achievement Report posted by the teacher


Note:
Mini courses that occur between Marking Periods can be viewed using the **All Classes** selection from the **Class List**.

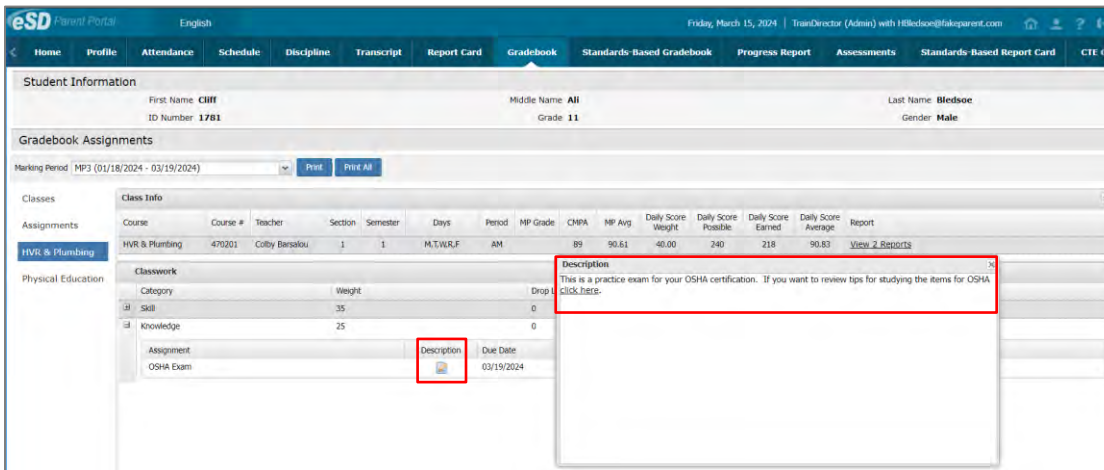



Assignments with associated Learning Standards will display the Learning Standard name within parentheses after the assignment name.

The **Teacher's Comment** column will display assignment-specific comments.



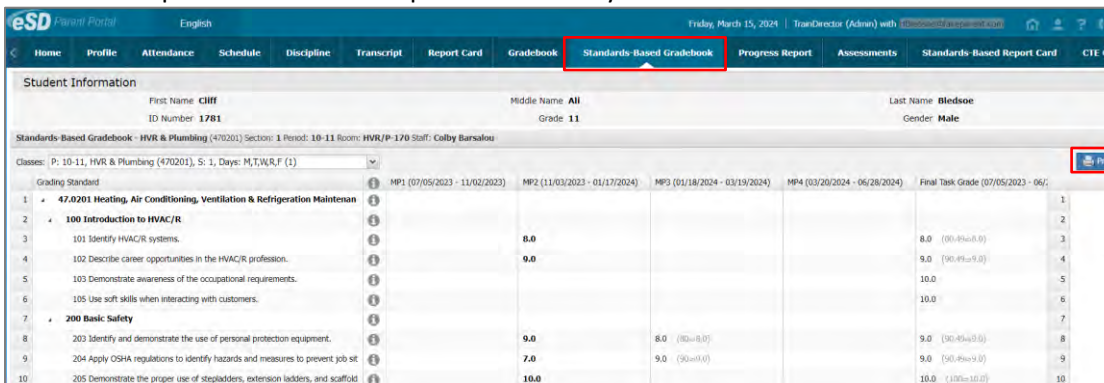
Click the **Assignment Description** icon  to view the assignment description, which may contain relevant external URL links.



Click the **Report icon**  or the **View Report** link to view any Student Achievement Report posted by the teacher. Click **Print** to print the displayed assignments, or **Print All** to print assignments for each class.

Standards-Based Gradebook

Click the **Standards-Based Gradebook** tab to view the student's Standards-Based Gradebook. Click **Print** to print an unofficial Report Card directly from this screen.



Note:

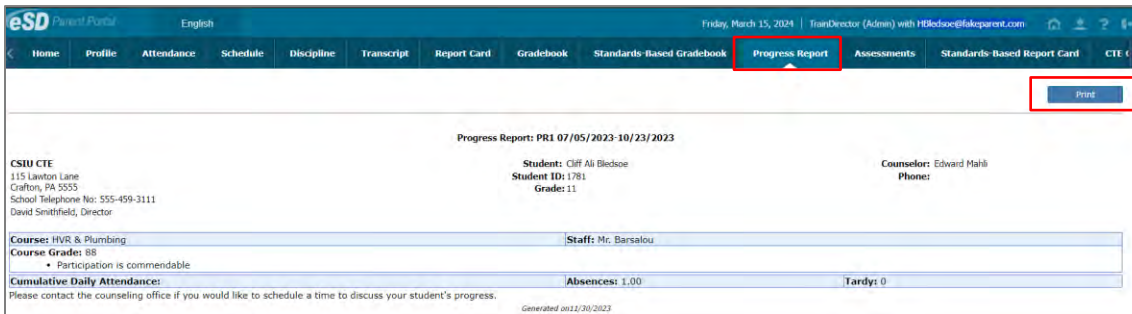
Alpha grade equivalents may display in the **Class Info** section when **Alpha Grade Conversion** has been set for the course.

If the teacher has included **Daily Scores** in the **Marking Period Average**, four **Daily Score** columns are displayed in the **Class Info** section.

Teachers have the option to display or hide **Category** details

Progress Report

Click on the **Progress Report** tab to view the student’s progress report. Click **Print** to print an **unofficial** Progress Report directly from this screen.



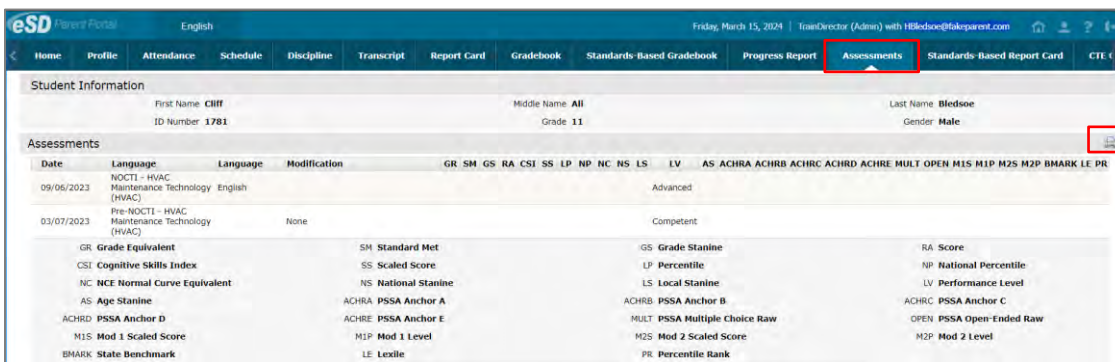
Note:
Progress Reports will be published to the Portal at the school district’s discretion.

Translations of Progress Report comments will display, when available.

If the district has opted to display a **custom-format Progress Report**, the page layout may differ.

Assessments

Click on the **Assessments** tab to view the student’s assessments. Click the **Print icon** to print a copy of the student’s assessments. If enabled by the district, the **Parent Assessment Reports** button will open a detailed report of student assessments.



If the user is accessing this page using a **Safari** browser, a link to the custom document may appear instead of the document. Click the link to access the document in a new window.

Note:
Assessments will be published to the Portal at the school district’s discretion.

Fees

Click on the **Fees** tab to view the student’s fees. Invoice information and total balance will be displayed. Click the **Print icon** to print a copy of the student’s fees.



Note:
Lunch Balances display on the **Fees** tab, but are not included in the **Fees Total Balance**.

Standards-Based Report Card

Click the Standards-Based Report Card tab to view the student’s Standards-Based report card. Click **Print** to print an **unofficial** Report Card directly from this screen.

Note: Standards-Based Report Cards will be published to the Portal at the school district’s discretion.

CSIU CTE
115 Lawton Lane
Carlton PA 15555
Tel: 555-459-3111
Principal: David Smithfield

Student: Cliff Bledsoe
205 Route 478
Alexander City PA 17252
Grade: 11
School Year: 2022 - 2023

NOCTINI 5 Assessment			Grading Key											
Name	Date	Score												
Pre-NOCTI - HVAC Maintenance Technology (HVAC)	03/07/2023	Competent												
Hours Completed in Program														
Student has completed 319 hrs of the 1275 hrs (25.00%) of the Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician program														
Industry Certifications														
Step Ladder	03/13/2023													
Technical Graduate Intent														
Technical Graduate Intent														
47.021 Heating, Air Conditioning, Ventilation & Refrigeration Maintenance Technology/Technician			100	90	80	70	60	50	40	30	20	10	00	
150 INTRODUCTION TO HVAC														
101 Identify HVAC systems.														
102 Describe career opportunities in the HVAC profession.														
103 Demonstrate awareness of the occupational requirements.														
105 Use soft skills when interacting with customers														
200 BASIC SAFETY														

CTE Career Objective

Click the Standards-Based Report Card tab to view the student’s CTE Career Objective form. Click **Approved** to enter a date and signature. Click **View** icon to view the Career Objective form.

Student Information

First Name: Cliff, Middle Name: All, Last Name: Bledsoe
 ID Number: 1781, Grade: 11, Gender: Male


Year	Program	Career Objective	Approved	Date
2023 - 2024	470201 - Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	Heating/Air Conditioning & Refrigeration Mechanics & Installers		11/06/2023

Student Personal Information

Last Name: Bledsoe, First Name: Cliff, Middle Name: All
 Gender: Male, Date of Birth: 12/06/2006, Grade Level: 11
 Home District: Bentleyville SD
 School offering approved CTE Program: CSIU CTE

CTE Program Name - CIP Code: 470201 - Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician
 Industry Certification being Pursued: OSHA Certification - Construction, Soc Code: 49-9021
 Occupational Objective (Choose Profession): Heating/Air Conditioning & Refrigeration Mechanics & Installers

Updating Account Info

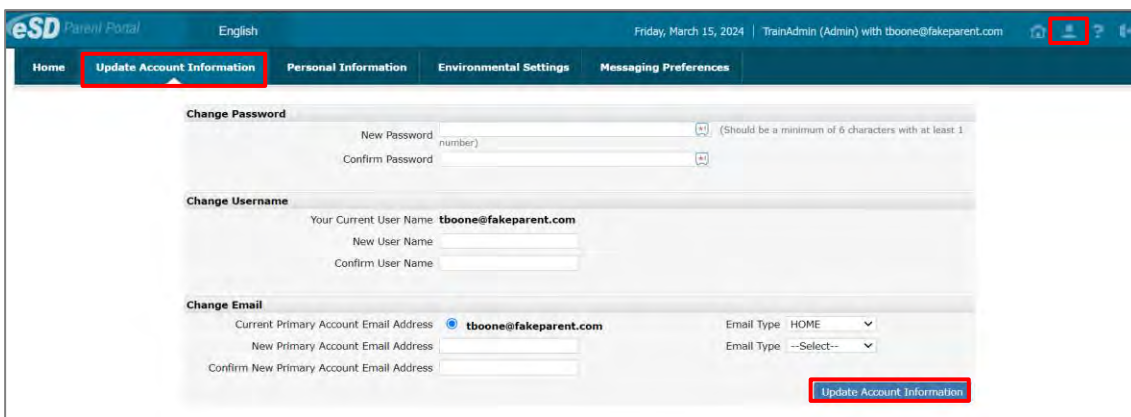
Parents/guardians can update account information at any time. Click the **My Account icon**  at the top right of the Portal screens. The **Update Account Info** tab is the default tab.

Update Account Info

From here, **Passwords**, **Usernames**, and **Primary Email Address** can be changed. Enter the new information in one or all of these categories, and click **Update Account Information** when finished.

The **Current Primary Account Email Address** will be indicated in the list of email addresses associated to the Guardian's record. Select a different email address as the **Current Primary Account Email Address** and the appropriate **Email Type** for that address, OR enter the **New Primary Account Email Address** and select the **Email Type** for the new email address.

An error message will be presented if the New Primary Account Email Address is already used within the district as another person's Primary Account Email Address.



Note:

The **Primary Email Address** is the email address to which “**Forgot Password?**” emails, and other Portal communications, will be sent.

An error message will be generated if the **Primary Email Address** is already being used for another account as a **User Name** or a **Primary Email Address**.


Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 6.

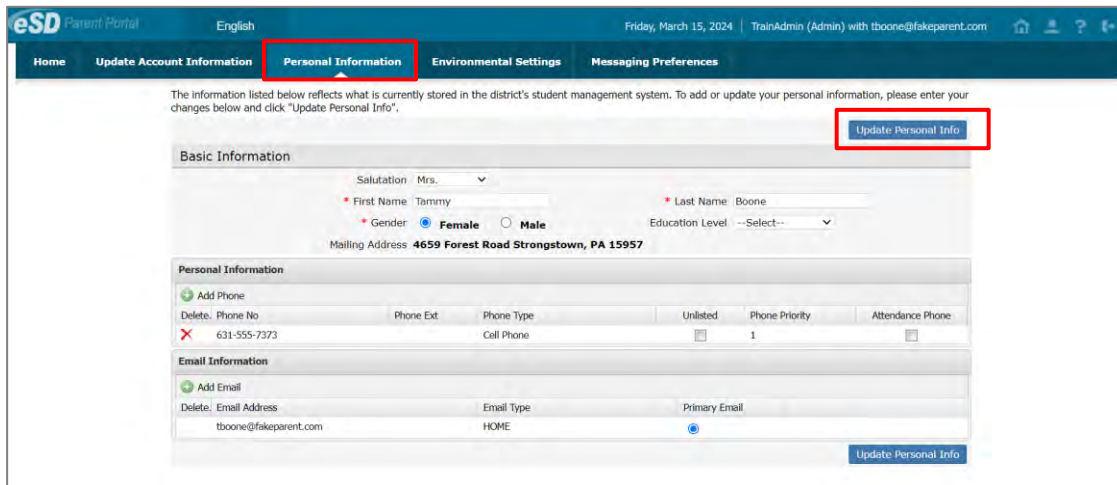
Note:

Username is restricted to max 254 characters and **Password** is restricted to max 50 characters.

The **Username** CANNOT include the following characters:
! # \$ % ^ & * () + = - [] { } < > ?

Personal Information

When enabled by your district, click the **Personal Information** tab to request changes to your personal information. The following fields can be updated: **Salutation, First Name, Last Name, Gender, Education Level, Phone Information** and **Email Information**. Additional phone numbers and email addresses can be added using the **Add Phone** and **Add Email** buttons. Click the **Delete icon**  to delete an existing phone number or email address. Click **Update Personal Info** when finished to submit the change request. Portal administrators have the option to accept or ignore change requests.



Note:

Once a guardian submits a request to update personal information, they will be prevented from submitting a subsequent request until ALL changes in the prior request have been accepted or ignored.

Note:

In the **Education Level** selections, **OT** = Other, and **US** = Unspecified.

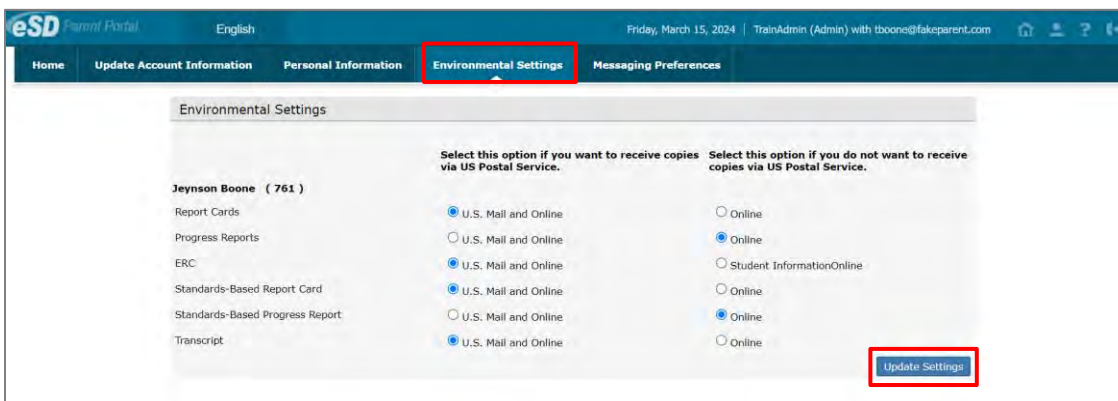
Guardians can specify the phone to be used for **Attendance** calls.

Guardians cannot **Edit** or **Delete** the email address marked as **Primary Email**. Use the **Update Account Info** tab to change the **Primary Email Address**.

Environmental Settings

Parents/guardians will have access to the **Environmental Settings** tab if the school district is implementing a “Go Green” initiative to reduce the mailings of grade reporting documents.

For each student, parents/guardians can select which available grade reporting documents they wish to receive as paper mailings. Click **Update Settings** when finished.



Messaging Preferences

When enabled by your district, the **Messaging Preferences** tab allows parents to subscribe to email alerts, and set the email formats and delivery schedules.

The **Messaging Preferences** section allows you to set the default options for email **Format** and **Delivery** schedule.

Format: HTML or Text

Delivery: Individual E-Mails, Daily Digest, Weekly Digest, Monthly Digest, Messaging Only

Student Alerts / School Alerts

Select each student and each school to view the Alerts applicable to that student/building. Check/uncheck **Subscribe** to change the default settings for each alert, and set the **Delivery** method for each subscribed alert.

Subscribe: Check to receive alert, uncheck to stop.

Delivery: Select the applicable schedule, if different from the **Preferences** selection.

Note:

Digests are compilations of emails, delivered daily, weekly, or monthly.

The district may restrict **Delivery** options to **Messaging Only**, which delivers all **email alerts** to the parent's **Messages Inbox** ONLY.

Emails related to **Portal Account status** and **Online Registration applications** will be delivered to the specified **Primary Email address**.

