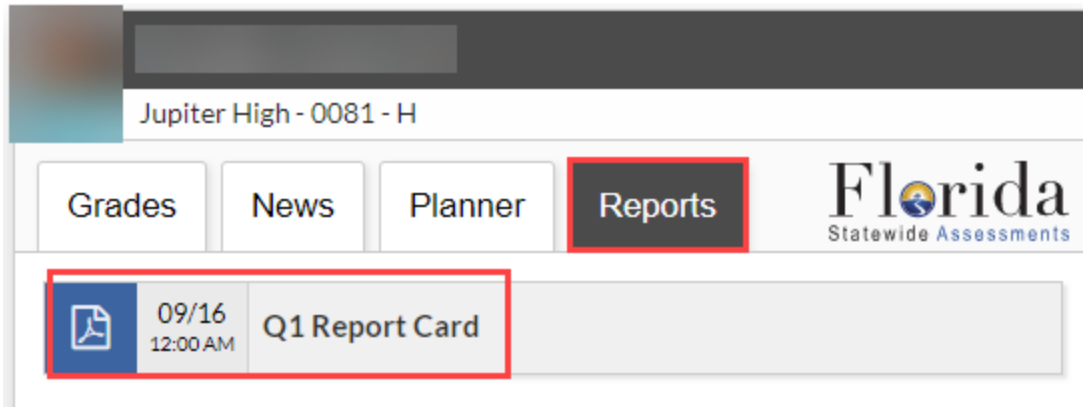**Parent Gateway Guide**

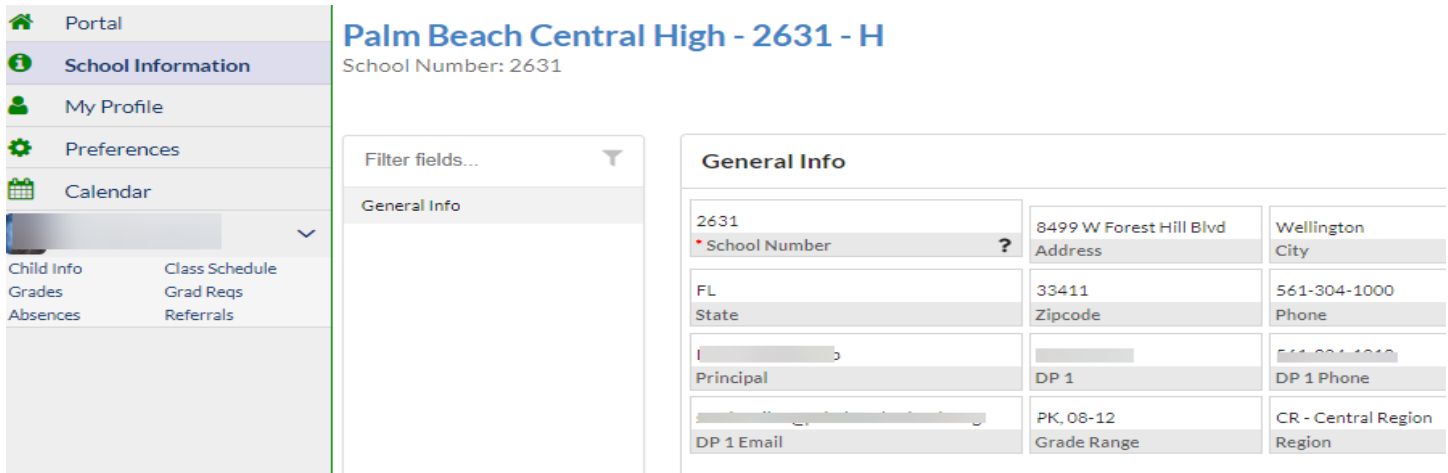## Navigating the SIS Gateway

Viewing Progress Reports and Report Cards

- To locate your student's progress report or report card click on the reports tab
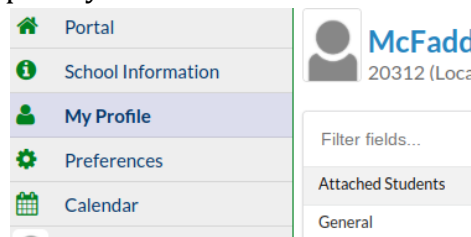

School Information Menu

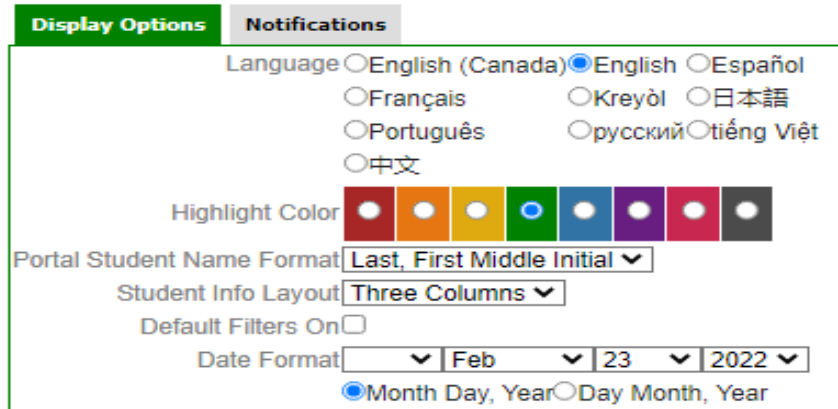- From the School Information menu you can view the school information.

My Profile

- From the My Profile menu option you can see the attached students and general information.

Preferences

- From the Preferences menu, display options and notifications can be viewed.
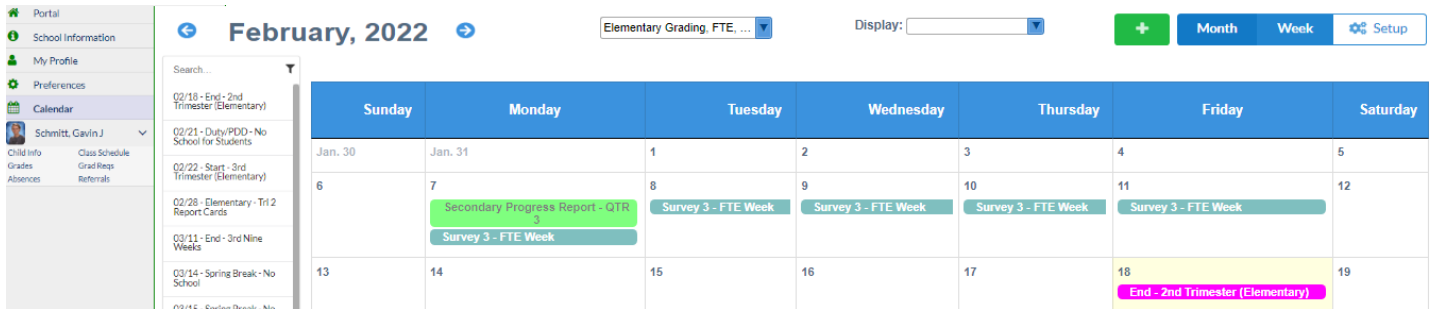
Note: Users can edit Language, change the color of your portal page, choose to have single or multi-column layouts, use the sidebar or a top bar options, show or hide menu words/icons, or change the date format.

Calendar

- Once in the calendar menu
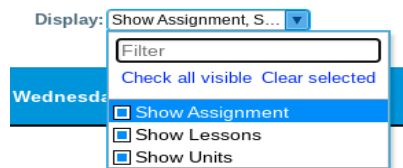
- Select the month and year from the Calendar menu in the upper left-hand corner with the blue arrows.

- Options to include different events can be customized by selecting the options under Display.

- Click the activity/assignment links on a specific calendar day to view more information.

- This may include any information added to the Gradebook by the teacher, or any event information made available by the Administrator for scheduled events.
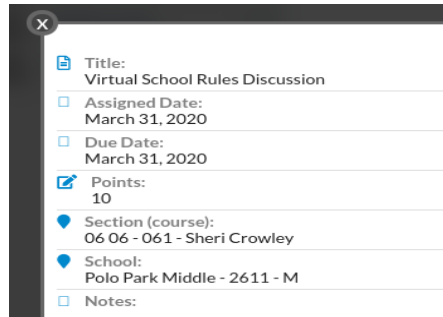
My Child Menu
Child Info
- Once logged into the Parent Portal, ensure the child's menu you want to view is open along the side of the screen.

- Under the student name, click Child Info.
- Your child's information will be displayed. At the top-left corner of the screen, you will see your child's name, photo (if available), student ID, and grade level.

- Click your child's name to view his/her general information at the top of the screen. To hide the general information, click your child's name again.

- Along the left side of the screen, additional categories are listed. Click a category to view the information.

Addresses and Contacts
- To view address and contact information, click the Addresses & Contacts tab on the left side of the Child Info screen.

- Address and contact information is displayed. Each address is displayed as a block, listing the physical and mailing address. Contacts at that address are listed in the block. Hover the mouse over a contact to quickly view the contact's information.

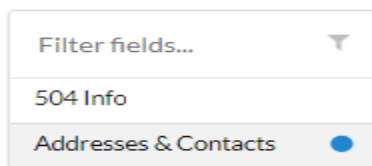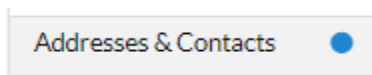- Any contacts not associated with an address are located in a separate Contact block. The block lists their details and relationship to the student.
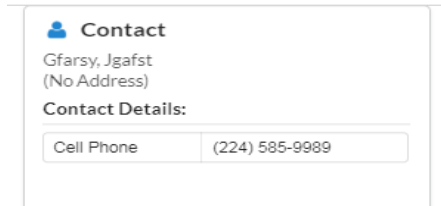
- Testing information can be found in the table on the left at the bottom there will be 3 "TEST" Tabs
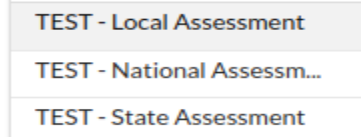
- Click on each of the tabs to review each test. You will be able to view the date of administration, scores, school year, grade level, administration information, etc. for each test.

TEST - State Assessment

FSA Language Arts

Export: Filters: OFF

Test Name	Subject	Test Date	Grade Lvl	Test Lvl	Scale Score	T Score	Level

Class Schedule

- Under the student name, and click on Class Schedule
- Your child's schedule will appear, showing the course, teacher, room, days, etc.
- By using the marking period tabs at the top of the screen, you can view the schedule by a specific marking period.

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Credits
AICE ENV MGMNT	01 01	2001381A		MTWHF	06205	Full Year	1.00
ALG 2 HON	02 02	1200340		MTWHF	07211	Full Year	1.00
BIO 1 HON	03 03	2000320		MTWHF	06116	Full Year	1.00
AICE ENG GEN PAPER 1	04 04	1009400A		MTWHF	P-6	Full Year	1.00
INSTRU ENS 1	05 05	1302460		MTWHF	02121	Full Year	1.00
DRAFT 1	06 06	8725010		MTWHF	04210	Full Year	1.00
INTROD ENGR DESIGN	07 07	8600550A		MTWHF	04106	Full Year	1.00

Assignments and Grades

- Under the student name, click on Grades.
- The Assignments and Grades screen shows grades for each specific course and is maintained in real-time with the teacher's Gradebook for that course. Select the course from the Assignments & Grades here or in Featured Reports. Click on a grade for the specific class to view the details.

Cumulative GPA	3.0833	Class Rank	283/756	Quality Points	18.50
Cumulative Weighted GPA	3.5625	As of	05/26/2022	Cohort Year	2021-2022
Current Year GPA	3.0000	Total Credits Earned	6.00		
Current Year Weighted GPA	3.5625	Total Credits Attempted	6.00		

Read Test Pass		Math Test Pass	05/2021
Geometry EOC Pass Date	(Y) 05/12/2021	Biology EOC Pass Date	
Civics EOC Pass Date		Credit Waiver	
Met Community Service Hours	N	US History EOC Pass Date	
Algebra I Grad Mastery Date	(Y) 05/12/2021	Met Online Course Req	Not Met

☑ Show All Years ☑ Show All Schools ☑ Show Exams ☐ Show Inactive Courses ☐ Group By Course [Update] 🖶 Print Assignment Grades

‹ Prev Page [1] / 4 [Next ›] 81 Records [Export 🖶] [Filter: OFF] [Toggle Columns]

Year ⇕	School ⇕	Pd ⇕	Rot ⇕	Course # ⇕	Course ⇕	Teacher ⇕	Flags ⇕	Ex ⇕	Urx ⇕	Tardy ⇕	Q1 ⇕	Q2 ⇕	S1 Exam ⇕	S1 ⇕	TR2 ⇕	STR2 ⇕	TR3 ⇕	TR1 ⇕	STR3 ⇕	STR1 ⇕	Q3 ⇕	Q4 ⇕	S2 ⇕	FY ⇕	Credits ⇕
	Pv	L	01	2001381A	AX	A	H	6	14	0	C	C	B	C							76% C				0.5
	Pv	L	02	1200340	AL	C	H	12	28	0	A	C	C	B							76% C				0.5
	Pv	L	03	2000320	BI	Q	H	7	16	0	A	C	A								87% B				0
	Pv	L	04	1009400A	AX	P	H	6	14	0	B	C	D	C							74% C				0.5

- The top displays the students overall percentage.

	Classwork	Tests	Weekly Participation	Weighted Grade
Percent of Grade	50%	20%	30%	
Your Child's Score	93% A	105% A	100% A	97% A
Current grade in class: 97% A				

- The course table lists all assignments, projects, quizzes, and tests, along with their applicable deadlines and grades.

2 Assignments 📑

Assignment	Points	Grade	Comments	Assigned	Due	Category
Mbox Notes and Activities	20 / 20	100% A		Feb 13, 2018 12:00 AM	Feb 13, 2018 12:00 AM	Classwork
Weekly Participation	20 / 20	100% A		Feb 13, 2018 12:00 AM	Feb 13, 2018 12:00 AM	Weekly Participation

Grad Req

- Under the student name, select the Grad Req option.
- In the upper left corner of the screen, review information on student ranking, such as cumulative/weighted GPA, credits, and class rank.

Cumulative GPA: 3.0000
Current Year: 3.2500
Current Year Weighted: 3.6563
Class rank: 76 / 457
Total credits: 9

Quality points: 3.00
Cohort year:
Met Online Course Req: Not Met
Credit waiver: -

- In the upper right corner of the screen, review End of Course (EOC) and assessment information.

Passed Reading Assessment:
Passed Algebra I EOC: 06/16/2016
Passed Biology I EOC:
Passed US History EOC:
Passed Geometry EOC:
Passed Civics EOC:
Met Online Course Req: Not Met

- Use the tabs above the listed grades to see grades for the progress period.

Search screen		Full-year Grades	Semester Grades	Quarter Grades	Course History

Absences

- Under the student name, select the Absences.

- The top of the Absences screen will show a list of attendance codes along with their definitions. Red codes denote absences, while green codes represent present codes including tardies or School Related Activities.

Absent: 0 periods (during 0 days)

A	Absent Unverified	0 periods
E	Excused Absence	0 periods
O	Out-of School Suspension	0 periods
U	Unexcused Absence	0 periods
N	No Show	0 periods
R	Religious Activity	0 periods

Other Marks: 0 periods (during 0 days)

I	In-School Suspension	0 periods
T	Tardy	0 periods
X	Excused Tardy	0 periods
G	Guidance	0 periods
S	School Related	0 periods
M	Early Release	0 periods
K	Staggered Start	0 periods
H	Hospital/Homebound	0 periods

- Review the attendance table to see absences totals and by date or period (as applicable).

Total Full Days Possible: 128
Total Full Days Attended: 120 (93.75%)
Total Full Days Absent: 8 (6.25%)
Enrollment Dates: Aug 14, 2017 - ...

27 Days

Search

Date	Daily	01	02	03	04	05	06	07	08
Mar 6, 2018	Present					S		S	
Mar 2, 2018	Present	A		A		A			
Feb 2, 2018	Absent Unverified		A		A		A		A
Feb 1, 2018	Absent Unverified	A		A		A		A	

Referrals

- Under the student name, select the Referrals.
- The referrals screen with all student referrals will be displayed.

| Student	Student ID	Grade	Reporter	Entry Date	Processed	Event Time	Location	Refer Date	Highest Incident Code	Additional Incident Codes
				10/20/2017	Yes	09:45 am	CLASSROOM	2017-10-20	Disobedience/Insubordination	,Disobedience/Insubordination,Disruptive (unruly) behav
				10/18/2017	Yes	11:30 am	CLASSROOM	2017-10-19	Profanity/Obscene Language	,Disobedience/Insubordination,Profanity/Obscene Lang
				11/17/2017	Yes	01:40 pm	CLASSROOM	2017-11-17	Disruptive (unruly) behavior	,Disruptive (unruly) behavior,

- Click on the student name to see the referral details in a page listing.

Referral

Reporter
Incident Date *Oct 20, 2017
Reviewed by an Administrator Yes

▼ **Referral**

Event Time	09:45 am
Location	CLASSROOM
Refer Date	Oct 20, 2017
Highest Incident Code	Disobedience/Insubordination
Additional Incident Codes	Disobedience/Insubordination, Disruptive (unruly) behavior

Fees and Fines

- Under the student name, select the Child Info and then Fees and Fines.

Child Info | Fees and Fines
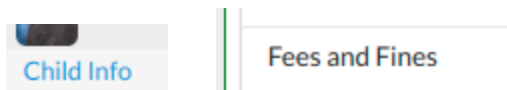
- The Fees and Fines screen lists all fees, both paid and unpaid, on record.

Fees and Fines

Export

	School	Publish Date	Description	Category	Original Amount	Amount Paid	Amount Due
	Palm Beach Central High - 2631 - H	01/07/2022	id	X - Miscelleaneous	6		