

**eSD® Portal: Parent View
User Guide**
v. 6.7.0



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Overview

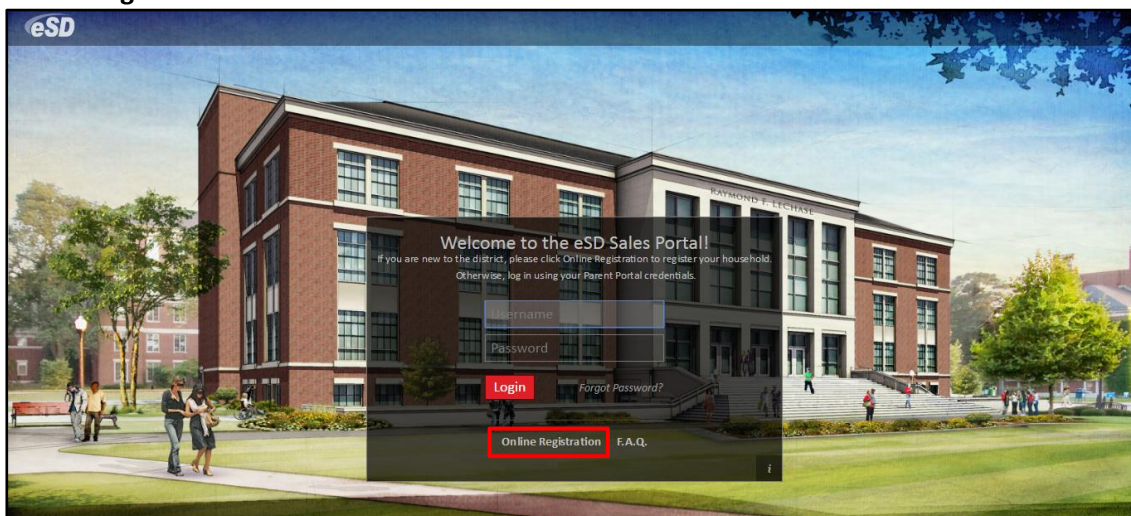
This guide provides parents/guardians with a step by step guide outlining the navigation and use of the parent portal. The eSchoolData Parent Portal is a cutting-edge communications tool designed to increase your involvement in your student's education using the power of information. The eSchoolData 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.

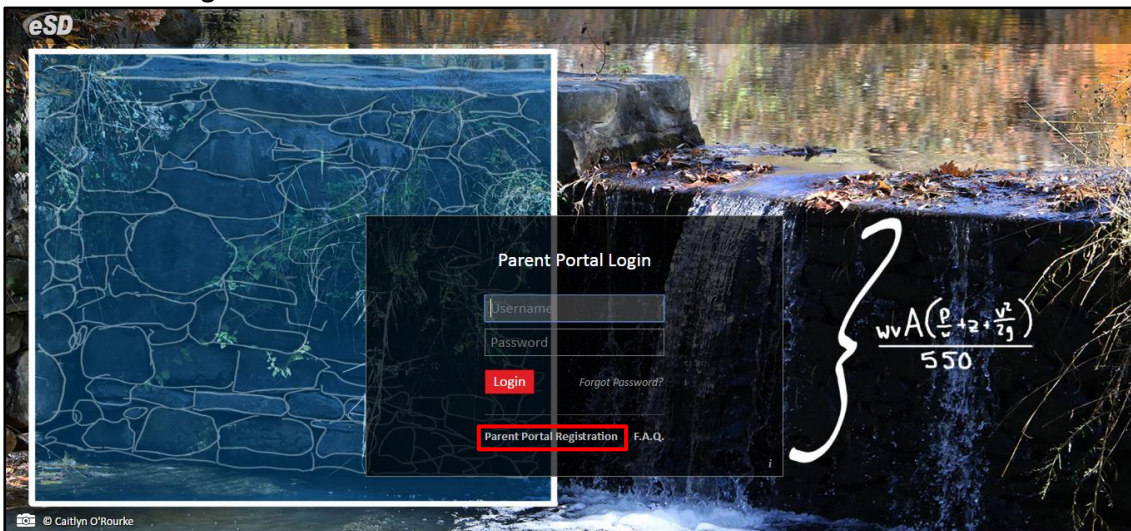
The Login Page will contain login fields and either an **Online Registration** link or a **Parent Portal Registration** link, depending on how the district has configured their Parent Portal.

Online Registration link:

**Note:**

A **Parent Portal Login page** customized with district's choice of text and image.

Parent Portal Registration link:

**Note:**

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

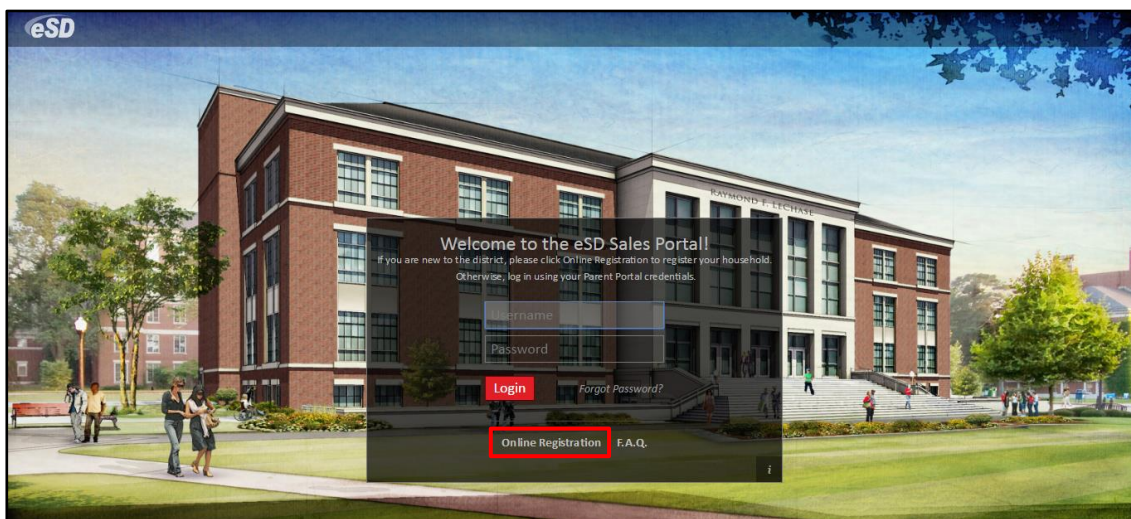
If you have been given a User ID and temporary Password by the district, please go to **Logging In** on page 13.

If you do NOT have a User ID and Password, and the Login Page displays an **Online Registration** link, please go to **Online Registration** on page 4. If the Login Page displays a **Parent Portal Registration** link, please go to **Parent Portal Registration** on page 11.

Online Registration

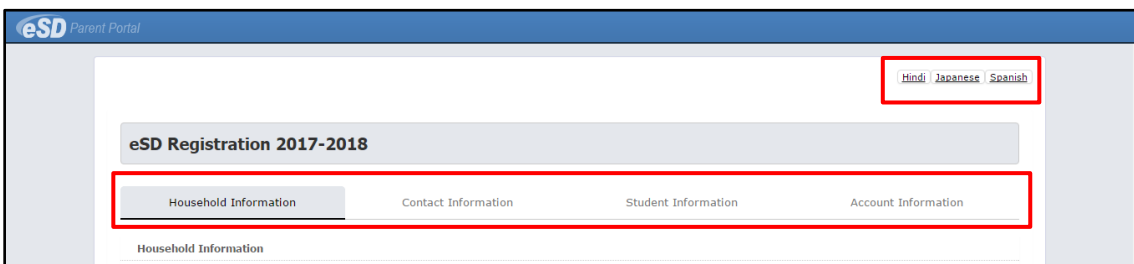
The Online Registration link is used by parents who are new to the district and need to register their students. If your students are already registered in the district but you have not been given a User ID and Password, please contact the district.

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 four tabs: Household Information, Contact Information, 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.



If the **Online Registration Application Form** is launched via the **Register New Student** button AFTER the parent has logged in to the Portal, the **Household Information** and **Contact Information** tabs will be pre-filled with data currently in the system.

Note:

If the district did not customize the background image on the **Parent Portal Login** page, it displays the most recent winning student's entry from the eSchoolData® Login Page Art Contest.

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.

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 the needed mailing address information.

Enter the **Primary Household Phone**, and any other required information (indicated by a red asterisk *), then click **Next** to move to the Contact Information tab.

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.


The screenshot shows the 'Household Information' tab in the eSD Parent Portal. The form is titled '18-19' and has tabs for 'Household Information', 'Guardian Contacts', 'Emergency Contacts', 'Student Information', and 'Account Information'. The 'Household Information' section contains the following fields:

- Surname ***: A text input field.
- Registration Date ***: A date input field with a calendar icon (highlighted with a red box).
- Language ***: A dropdown menu (highlighted with a red box).
- Primary Household Phone ***: A section with a 'Phone Type' dropdown, a phone number input field, and an 'Unlisted' checkbox.
- Household Physical Address ***: A section with fields for 'Number', 'Street', 'Apartment', 'Condo/Community', 'City', 'State', and 'Zip'.
- Household Mailing Address ***: A section with a checkbox for 'Mailing Address Same as Household Physical Address' (highlighted with a red box), and fields for 'Number', 'Street', 'Apartment', 'Condo/Community', 'PO Box', 'City', 'State', and 'Zip'.

At the bottom of the form are two buttons: 'Back to Home' and 'Next' (highlighted with a red box).

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.

Guardian Contacts Tab

Enter the requested information for the first parent/guardian in 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 Parent/Guardian.

When finished entering all Guardians, click **Next** to move to the Student Information tab.

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:

eSchoolData recommends adding, 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 7 for primary email restrictions.

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

The screenshot shows the 'Guardian Contacts' tab in the eSD Parent Portal. The form is for 'Guardian Contacts 1.' and includes the following sections:

- Contact Information:** Fields for Contact First Name, Contact Last Name, Gender, and Suffix.
- Phone:** A field for Phone Type and a field for the phone number. An 'Add Phone' button is highlighted with a red box.
- Resides In Household:** A checkbox labeled 'Resides In Household'.
- Contact Email:** A field for Email Type and a field for the email address. An 'Add Email' button is highlighted with a red box.
- Contact Mailing Address:** A checkbox for 'Mailing Address Same as Household Mailing Address'. If not checked, there are fields for Number, Street, Apartment, Condo/Community, PO Box, City, State, and Zip.

At the bottom of the form, there is an 'Add Additional Contact' button highlighted with a red box, and a 'Next' button highlighted with a red box.

Important information regarding Primary Email Address and Usernames

Depending on how the guardian is logging in to their Parent Portal account (web browser or Mobile App), the eSD system uses either the Portal Account's **Username** or **Primary Email Address** for login authentication. When logging in via a **Web Browser**, the system uses the portal account's **Username** as the login username. When logging in via the **eSD Mobile App**, the system uses the portal account's **Primary Email Address** as the login username. 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), the guardian's **Username** for EACH parent portal account **MUST** be different, but the **Primary Email Address** for each account can be the same email address.
2. Only **ONE** of that guardian's portal accounts can use the **Primary Email Address** as the **Username**.
3. An email address can be set as the **Primary Email Address** for only **ONE** guardian, but other guardians in the household with portal accounts can include that email address as a secondary email address.
4. **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.
5. 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.

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:

eSchoolData recommends adding, at a **minimum**, one **Emergency Contact**.

Note:

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

The screenshot shows the 'Emergency Contacts' tab in the eSD Parent Portal. The form is for 'Emergency Contacts 1.' and includes fields for Contact First Name, Contact Last Name, Gender, Suffix, Contact Mailing Address (with a checkbox for 'Mailing Address Same as Household Mailing Address'), Phone (with an 'Add Phone' button), and a 'Add Additional Contact' button at the bottom. Navigation buttons 'Previous' and 'Next' are at the bottom.

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.

eSD Parent Portal

18-19 Defaults

Household Information Guardian Contacts Emergency Contacts **Student Information** Account Information

Student Information 1.

Student First Name *

Student First Name

Date Of Birth *

Date Of Birth

Attended Before

No

Years in US School

0

School and Grade *

School Grade

Calendar

Calendar

Country Of Birth *

Country Of Birth

Student Last Name *

Student Last Name

Suffix

Suffix

Gender *

Gender

State Entry Date *

State Entry Date

Emergency Contact *

Contact

Contact Priority Relationship Child Pickup

Add Emergency Contact

Guardian Contact *

Contact

Contact Priority Relationship

Correspondence Custodial Parent Child Pickup

Guardian Alert

Add Guardian Contact

Language *

Language

Race *

☐ Native Hawaiian/Other Pacific Islander

☐ Asian

☐ American Indian/Alaska Native

☐ Black/African American

☐ White

☐ Hispanic *

ID Number *

ID Number Auto ID

Date Entering District *

Date Entering District

Add Additional Student

Previous Next

Note:

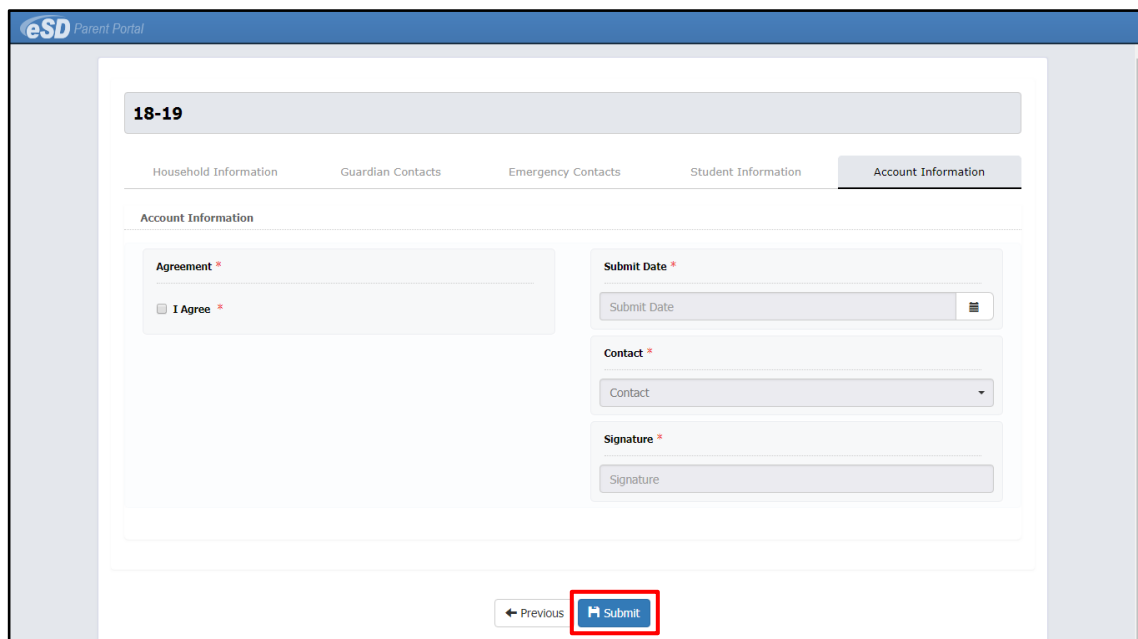
ONE **Guardian Contact** and ONE **Emergency Contact** are required, at a minimum, for EACH student.

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.

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**.

The screenshot shows the 'eSD Parent Portal' interface. At the top, there's a blue header with the eSD logo. Below it, a navigation bar contains tabs: 'Household Information', 'Guardian Contacts', 'Emergency Contacts', 'Student Information', and 'Account Information'. The 'Account Information' tab is selected. The main content area is titled 'Account Information' and contains several form fields. On the left, there's an 'Agreement' section with a checkbox labeled 'I Agree'. To the right, there's a 'Submit Date' section with a date picker, a 'Contact' section with a dropdown menu, and a 'Signature' section with a text input field. At the bottom of the form, there are two buttons: 'Previous' and 'Submit'. The 'Submit' button is highlighted with a red rectangle.**Note:**

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

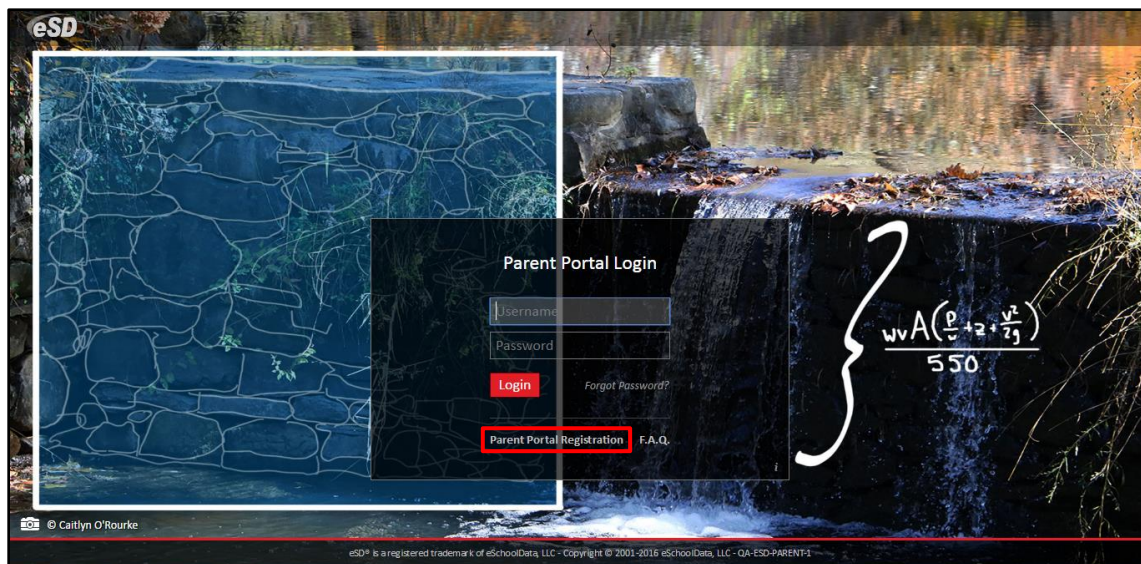
Please see the **Important information regarding Primary Email Address and Usernames** for primary email restrictions, on page 7.

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.”



Note:

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

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:

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 7.

Tip:

Keep a record of the **Username** and **Password** that you enter. You'll need them to log in once the account is approved.

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

The screenshot shows the 'eSD Parent Portal' header and a 'Registration' section. It has three tabs: 'Account Information', 'Personal Information' (selected), and 'Student Information'. Below the tabs, a message states: 'STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file.' The form contains fields for: First Name, Middle Name, Last Name, Street Address, Apartment #, City, State (dropdown), ZIP Code, and Phone. At the bottom right, there are two buttons: '<< Back to Account Information' and 'Create Personal Information >>', with the latter highlighted by a red box. A small copyright notice is at the very bottom.

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.

The screenshot shows the 'eSD Parent Portal' header and the 'Registration' section. The 'Student Information' tab is selected. A message states: 'STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.' Below this is a table titled 'My Student(s)' with columns: ID Number, First Name, Last Name, Grade, and School. Underneath is the 'Add Student' section with fields for ID Number, School (dropdown), First Name, Grade (dropdown), and Last Name. At the bottom, there are three buttons: '<< Previous', 'Add Student to the above list' (highlighted with a red box), and 'Finish Registration!' (highlighted with a red box). A small copyright notice is at the very bottom.

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.

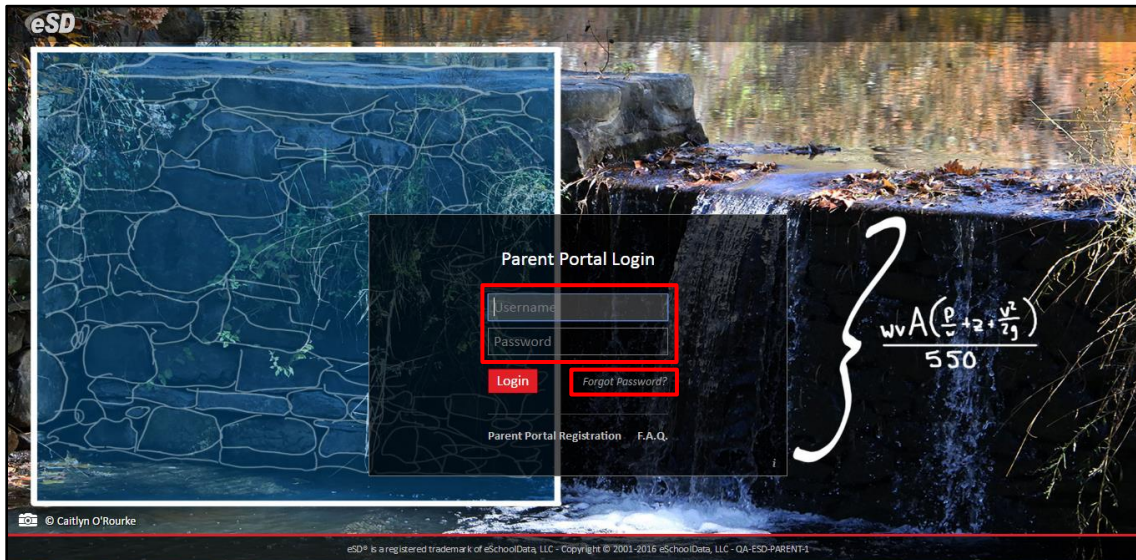
The screenshot shows the 'eSD Parent Portal' header and the 'Registration' section. A message states: 'Your registration request has been processed successfully...' Below this, a smaller message says: 'Registration has been completed successfully. You will receive an email once your school district has approved your account request. Once you have activated your account, you will be able to log on to the eSchoolData Parent Portal.' At the bottom, a small copyright notice is visible.

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.



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.

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.

The screenshot shows the 'eSD Parent Portal' header. Below it, a message states: 'You must change your password for first login.' The form contains the following fields and options:

- * Old Password (text input)
- * New Password (text input) with a note: '(should be a minimum of 6 characters with at least 1 number)'
- * Confirm Password (text input)
- * Primary Email Address (text input) with a checkbox labeled 'Use this E-Mail address as my User Name'
- * Confirm Email Address (text input)

At the bottom of the form are two buttons: 'Save' (highlighted with a red box) and 'Close'.

eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2013 eSchoolData, LLC - Server 2

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 7.


Getting Help

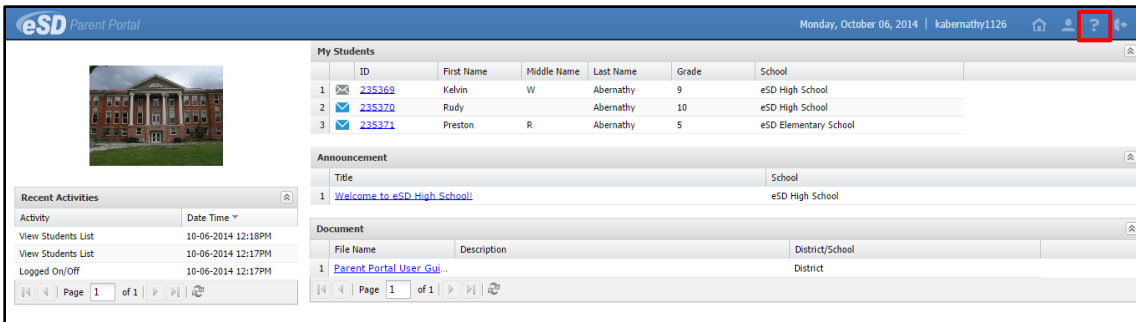
Users can get help both before and after logging in to the eSD® Parent Portal. From the Login screen, click the link where it says “**F.A.Q.**” to access the **eSchoolData Parent Portal F.A.Q.**

The screenshot shows the 'eSD Parent Portal Login' screen. It features a background image of a waterfall. The login form includes:

- Username (text input)
- Password (text input)
- Login (red button)
- Forgot Password? (link)
- Parent Portal Registration (link)
- F.A.Q. (link, highlighted with a red box)

At the bottom left, it says '© Caitlyn O'Rourke'. At the bottom center, it says 'eSD® is a registered trademark of eSchoolData, LLC - Copyright © 2001-2016 eSchoolData, LLC - QA-ESD-PARENT-1'.

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.**



My Students

ID	First Name	Middle Name	Last Name	Grade	School
235369	Kelvin	W	Abernathy	9	eSD High School
235370	Rudy		Abernathy	10	eSD High School
235371	Preston	R	Abernathy	5	eSD Elementary School

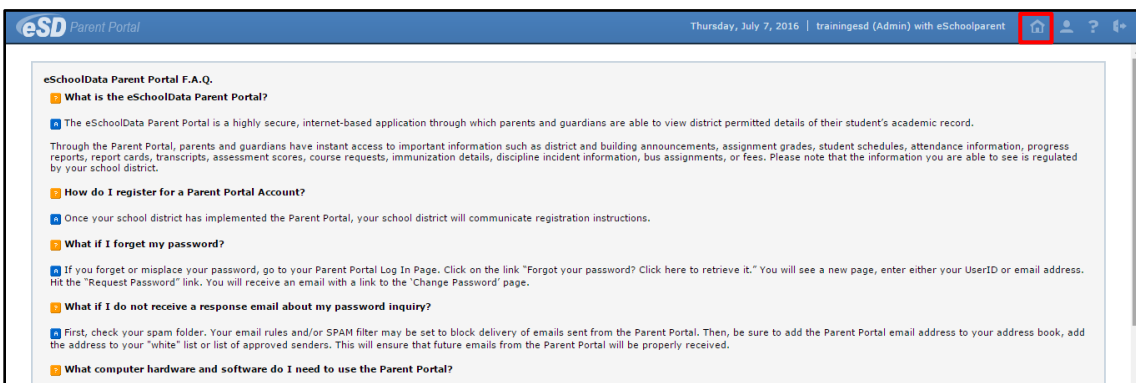
Announcement

Title	School
Welcome to eSD High School!	eSD High School

Document

File Name	Description	District/School
Parent Portal User Gui...		District

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



eSchoolData Parent Portal F.A.Q.

What is the eSchoolData Parent Portal?

The eSchoolData Parent Portal is a highly secure, internet-based application through which parents and guardians are able to view district permitted details of their student's academic record.

Through the Parent Portal, parents and guardians have instant access to important information such as district and building announcements, assignment grades, student schedules, attendance information, progress reports, report cards, transcripts, assessment scores, course requests, immunization details, discipline incident information, bus assignments, or fees. Please note that the information you are able to see is regulated by the school district.

How do I register for a Parent Portal Account?

Once your school district has implemented the Parent Portal, your school district will communicate registration instructions.

What if I forget my password?


If you forget or misplace your password, go to your Parent Portal Log In Page. Click on the link "Forgot your password? Click here to retrieve it." You will see a new page, enter either your UserID or email address. Hit the "Request Password" link. You will receive an email with a link to the "Change Password" page.

What if I do not receive a response email about my password inquiry?

First, check your spam folder. Your email rules and/or SPAM filter may be set to block delivery of emails sent from the Parent Portal. Then, be sure to add the Parent Portal email address to your address book, add the address to your "white" list or list of approved senders. This will ensure that future emails from the Parent Portal will be properly received.

What computer hardware and software do I need to use the Parent Portal?





Note:



When the **eSchoolData Parent Portal F.A.Q.** is accessed AFTER logging in to the Parent Portal, click the **Home icon**  to return to the Home Page.

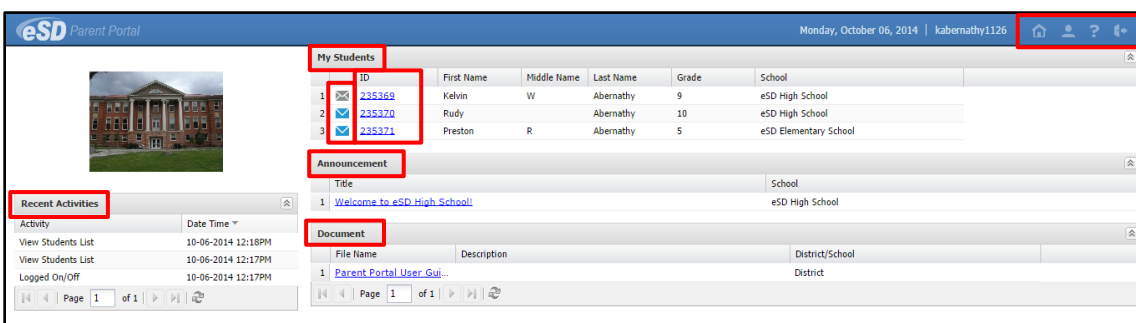
The icons at the top will NOT be available when the **F.A.Q.** is accessed from the **Login screen**.

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 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**  or the **New Message icon**  to access the **Messages Inbox** for the specified student.



My Students

ID	First Name	Middle Name	Last Name	Grade	School
235369	Kelvin	W	Abernathy	9	eSD High School
235370	Rudy		Abernathy	10	eSD High School
235371	Preston	R	Abernathy	5	eSD Elementary School

Announcement

Title	School
Welcome to eSD High School!	eSD High School

Document

File Name	Description	District/School
Parent Portal User Gui...		District

Recent Activities

Activity	Date Time
View Students List	10-06-2014 12:18PM
View Students List	10-06-2014 12:17PM
Logged On/Off	10-06-2014 12:17PM

Note:

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

Note:

For more information about the **Profile Tab** and the other information tabs, see pages 23 - 35.

For more information about the **Messages Inbox**, see **Messages** on page 17.

If 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 4.

Monday, October 06, 2014 | kabernathy1126

ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
235369	Kelvin	W	Abernathy	\$100.00 (As of 02/23/2015)	11	eSD High School
235370	Rudy		Abernathy	\$0.00	9	eSD High School
235371	Preston	R	Abernathy	\$0.00	5	eSD Elementary School

[Register New Student](#)

If 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.

Monday, October 06, 2014 | kabernathy1126

ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
235369	Kelvin	W	Abernathy	\$100.00 (As of 02/23/2015)	11	eSD High School
235370	Rudy		Abernathy	\$0.00	9	eSD High School
235371	Preston	R	Abernathy	\$0.00	5	eSD Elementary School

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

Thursday, February 26, 2015 | sabell4537

Profile **Attendance** **Schedule** **Discipline** **Immunization** **Transcript** **Report Card** **Buses** **Course Request** **Gradebook** **Progress Report** **Assessments** **Fees**

Student Information
First Name: **Carmina** Middle Name: **Lauren** Last Name: **Abell**
ID Number: **238591** Grade: **11** Gender: **Female**

Student Fees

Invoice #	Fee Type	Fee Code	Fee	Fee Date	Total Payment	Balance
	BAL	LUNCHBAL	\$100.00	02/23/2015	\$0.00	[\$100.00]
	EQPT	BIO	\$25.00	02/25/2015	\$0.00	\$25.00
Total Balance						\$25.00

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** on page 36.

Monday, October 06, 2014 | kabernathy1126

My Students

ID	First Name	Middle Name	Last Name	Lunch Balance	Grade	School
235369	Kelvin	W	Abernathy	\$0.00	9	eSD High School
235370	Rudy		Abernathy	\$0.00	10	eSD High School
235371	Preston	R	Abernathy	\$0.00	5	eSD Elementary School

Announcement



Title	School
Welcome to eSD High School!	eSD High School

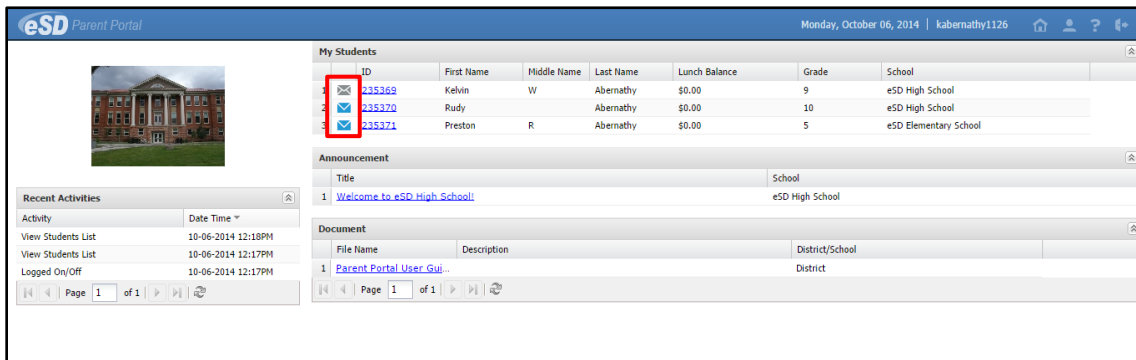
Document

File Name	Description	District/School
Parent Portal User Gui...		District




Messages

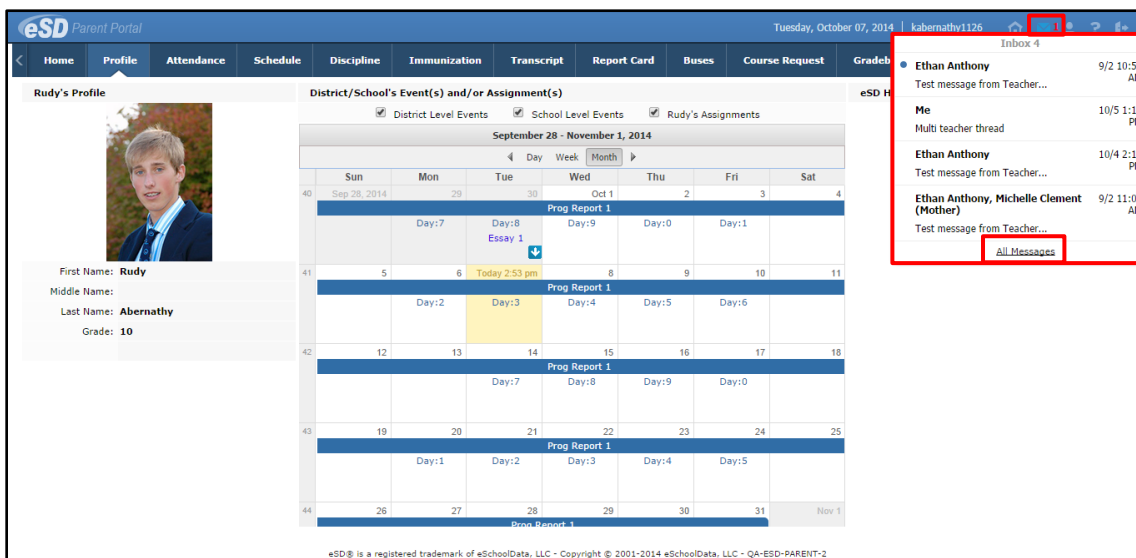
The Messages function allows parents/guardians to communicate with staff members about a specific student. Parents/guardians can access the **Messages** inbox for a student in two ways: from the **My Students** list on the Portal homepage and from the icon toolbar when viewing the student's information.

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.



The screenshot shows the eSD Parent Portal interface. At the top, it says 'eSD Parent Portal' and 'Monday, October 06, 2014 | kabernathy1126'. Below the header is a 'My Students' table with columns: ID, First Name, Middle Name, Last Name, Lunch Balance, Grade, and School. The first row is highlighted with a red box, showing ID 235369, First Name Kelvin, Middle Name W, Last Name Abernathy, Lunch Balance \$0.00, Grade 9, and School eSD High School. Below the table is an 'Announcement' section with a title 'Welcome to eSD High School' and a document section with a file 'Parent Portal User Gui...'. On the left, there is a 'Recent Activities' section with a table of activities and their dates.

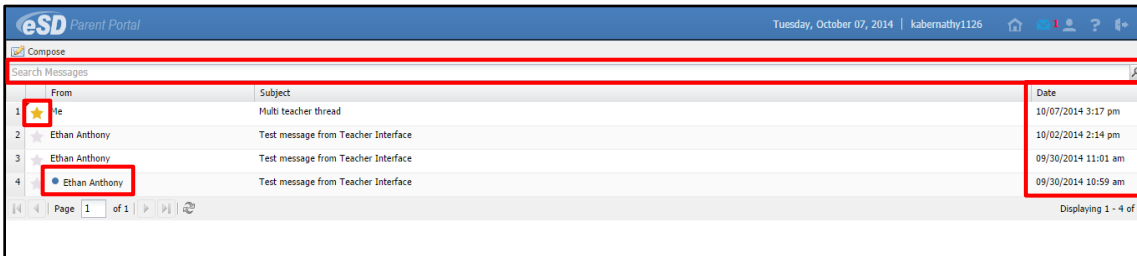
On the student information pages, the **Messages icon**  will display in the icon bar at top right, and may be followed by a red numeral to indicate the number of new messages (when applicable). Click the **Messages icon**  to view a summary of recent messages for that student, with most recent messages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



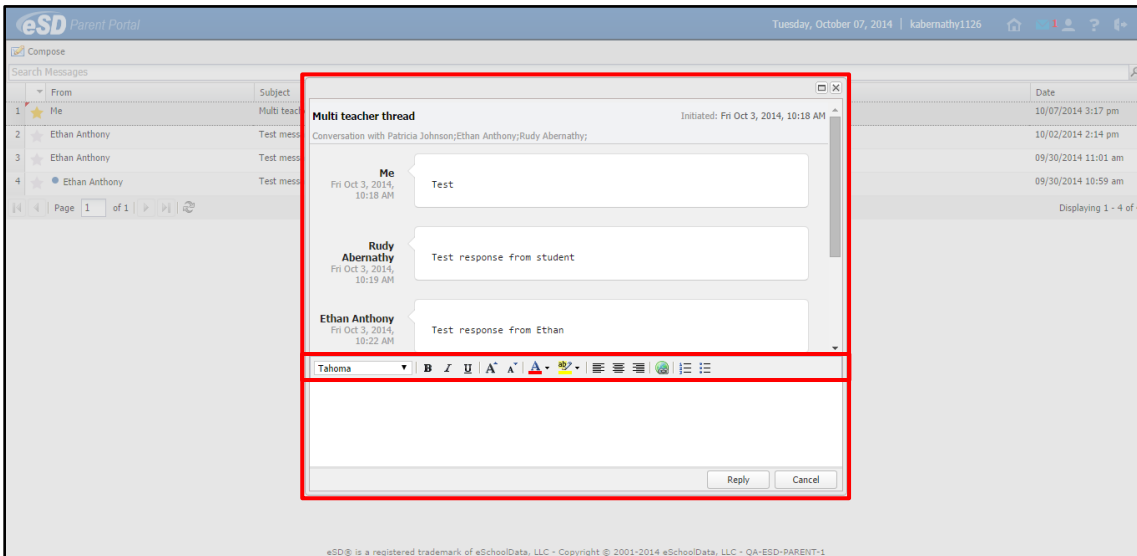
The screenshot shows the eSD Parent Portal interface for a student's profile. The top navigation bar includes links: Home, Profile, Attendance, Schedule, Discipline, Immunization, Transcript, Report Card, Buses, Course Request, and Grades. The 'Profile' link is selected. On the left, there is a 'Rudy's Profile' section with a photo and details: First Name: Rudy, Middle Name: , Last Name: Abernathy, Grade: 10. The main content area shows 'District/School's Event(s) and/or Assignment(s)' with a calendar view for September 28 - November 1, 2014. On the right, there is a 'Messages' section with a list of messages. The 'Messages' icon in the top right is highlighted with a red box, and the 'All Messages' link in the inbox list is also highlighted.

Messages Inbox

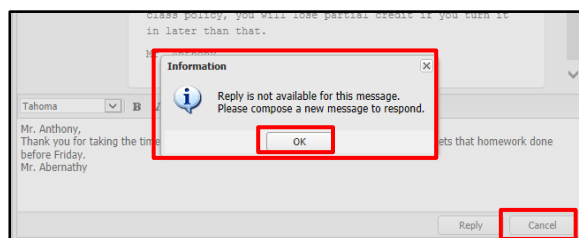
The **Messages Inbox** displays all messages related to the selected student, from the most recent to the oldest. The **New Thread icon** ● will display on each unread message. Click the **Favorite icon** ★ to bookmark a message thread. Type a search term in the **Search Messages field** and click the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



If the message was generated from the **Classic Teacher Interface** (instead of the **Teacher Connect Interface**), clicking **Reply** will open an Information window, stating that “Reply is not available for this message. Please compose a new message to respond.” Click **OK**, then **Cancel** the reply.



Tip:

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

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.

Note:

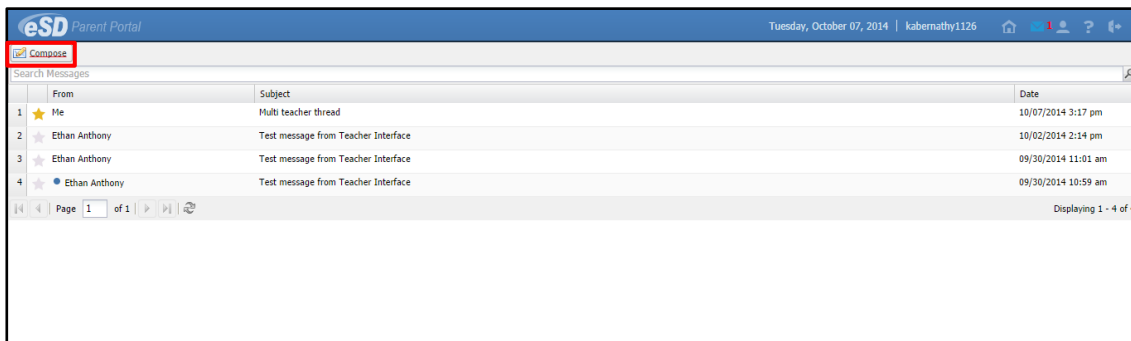
The **Classic Teacher Interface** has limited messaging capability that does not include message threads.

Tip:

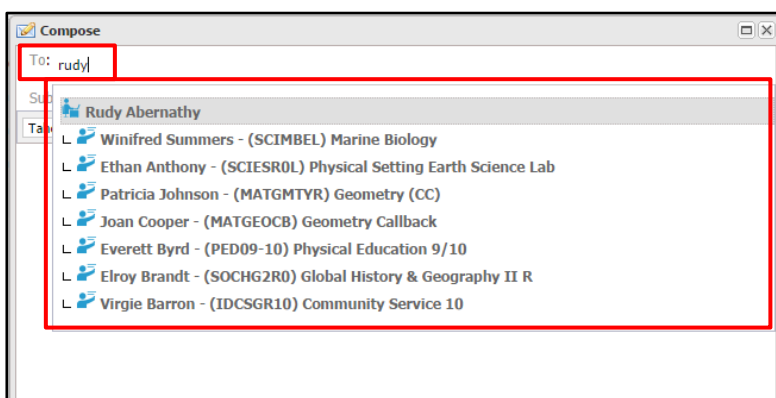
Copy the text of your reply before clicking **Cancel**, and then paste it into the new message window.

New Message

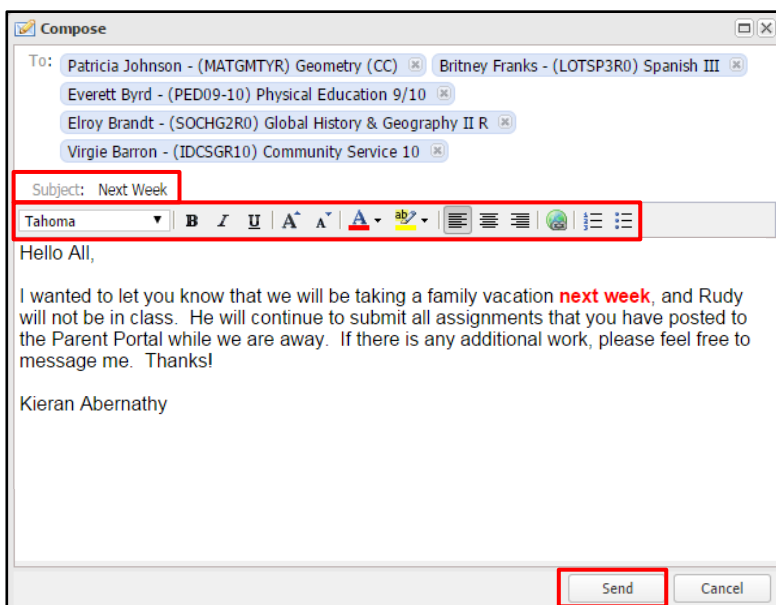
From the **Messages Inbox**, click **Compose** to create a new message.



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.

The screenshot shows the eSD Parent Portal interface. The top navigation bar includes links for Home, Profile, Attendance, Schedule, Discipline, Transcript, Report Card, Buses, Course Request, Gradebook, Progress Report, Assessments, and Fees. The 'Profile' tab is selected. On the left, under 'Rudy's Profile', there is a photo of a young man and his details: First Name: Rudy, Middle Name: (blank), Last Name: Abernathy, Grade: 10. A red box highlights the 'Contact Verification' button. To the right, there is a calendar for April 26 - June 6, 2015, showing days of the week and dates. The eSD logo is visible on the right side of the page.

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.

The Contact Verification Form has sections for Student Information, Household Information, Guardian Information (Primary Guardian and Guardian 2, when both live in the household), Emergency Contact Information, Physician Information, Employer Information and (when enabled) Additional Information.

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.)

The screenshot shows the Contact Verification Form. It is divided into three main sections: Student Information, Household Information, and Guardian Information. In the Student Information section, the 'Cell Phone' field is highlighted with a red box. In the Household Information section, the 'Update All Linked Records' button is highlighted with a red box. In the Guardian Information section, the 'Phone Information' table shows a row with a 'Lock icon' (a padlock) next to the 'Household Phone' number, which is also highlighted with a red box. The form includes fields for First Name, Last Name, ID Number, Grade, Surname, Phone, Unlisted, Is Cell Phone, and various contact details for the Primary Guardian.

Note:

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



Note:

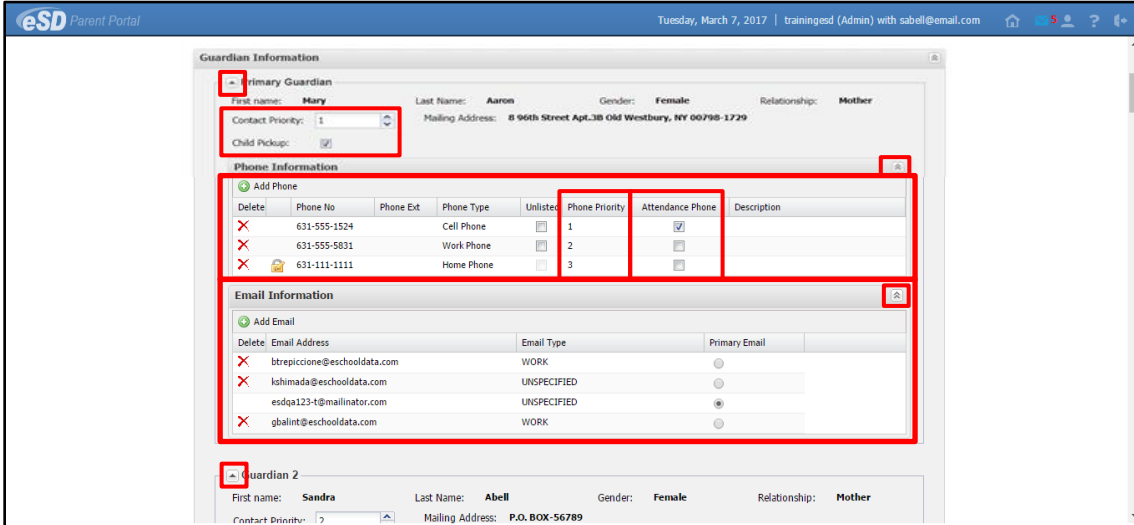
Custodial guardians living OUTSIDE the Household can update only the **Student Information** and their personal **Guardian Information** and **Employer Information** sections.

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. Click the **Collapse icon**  at the beginning of a guardian's information to collapse that contact card; click the **Expand icon**  to expand it again.



Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Attendance Phone	Description
631-555-1524		Cell Phone	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	
631-555-5831		Work Phone	<input type="checkbox"/>	2	<input type="checkbox"/>	
631-111-1111		Home Phone	<input type="checkbox"/>	3	<input type="checkbox"/>	

Delete	Email Address	Email Type	Primary Email
<input checked="" type="checkbox"/>	btrepiccone@eschooldata.com	WORK	<input type="radio"/>
<input checked="" type="checkbox"/>	kshimada@eschooldata.com	UNSPECIFIED	<input type="radio"/>
<input checked="" type="checkbox"/>	esdqa123-t@mailinator.com	UNSPECIFIED	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	gbalint@eschooldata.com	WORK	<input type="radio"/>

Note:

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

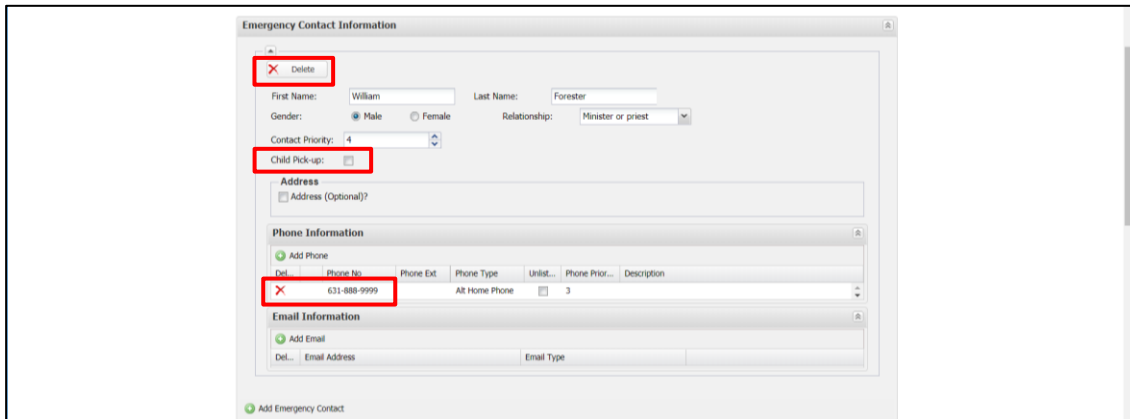
Contact Priority sets the order in which the student's contacts are called.

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.

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.

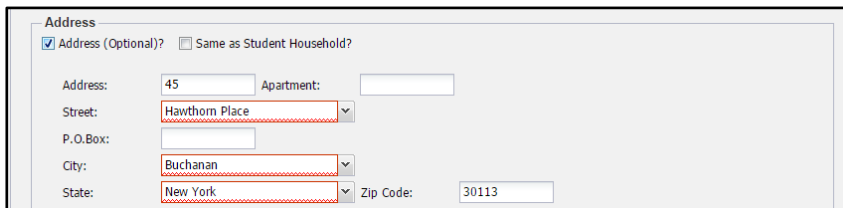


Del	Phone No	Phone Ext	Phone Type	Unlist...	Phone Prior...	Description
<input checked="" type="checkbox"/>	631-888-9999		All Home Phone	<input type="checkbox"/>	3	

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 7.

If **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** checkfield).

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** checkfield).

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

In the **Additional Information** section, parents can add/update any additional information requested by the district.





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

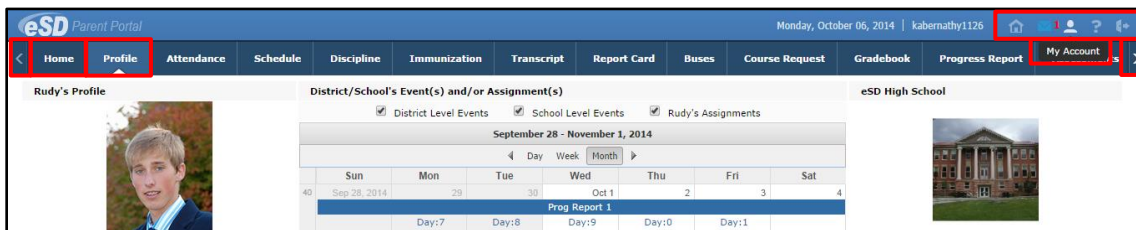
Note:
The **Additional Information** section is displayed ONLY if enabled by the district.

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.

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.





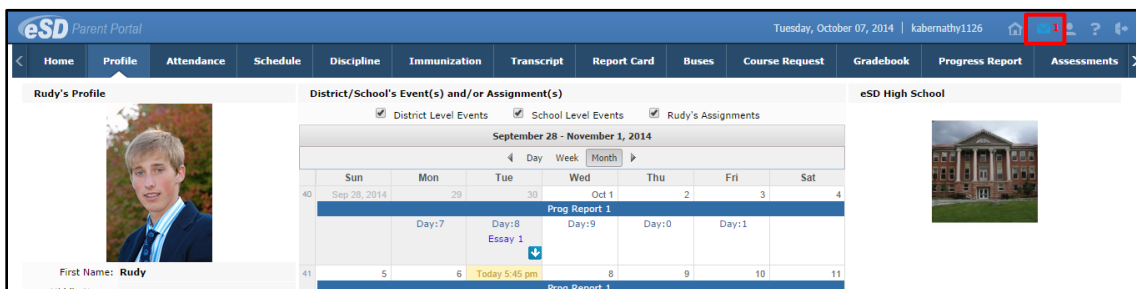
Tip:

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 Tab




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.

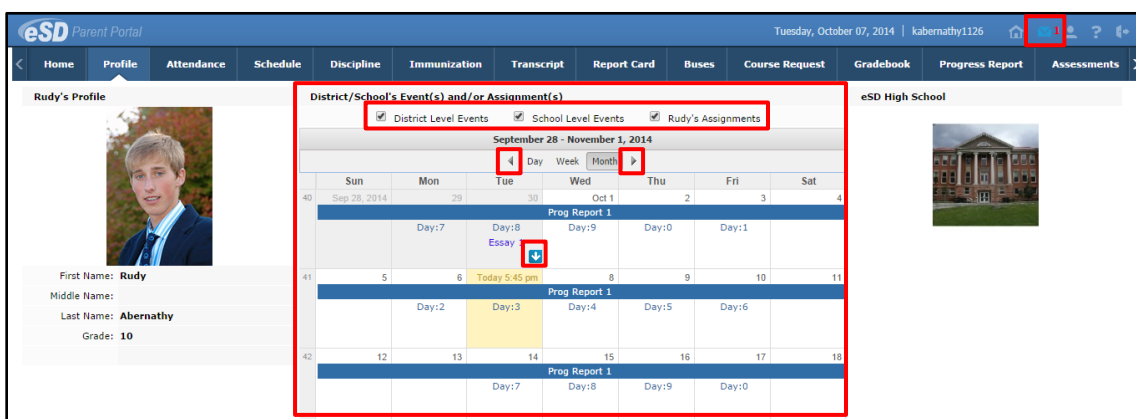


Note:

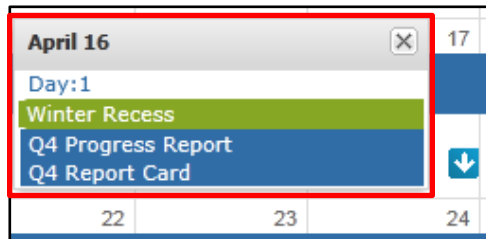
For more information about the **Messages icon**, see **Messages** on page 17.

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).

District/School's Event(s) and/or Assignment(s)

☒ District Level Events ☐ School Level Events ☐ Kristen's Assignments

January 26 - March 1, 2014

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
95	Jan 26, 2014	27	28	29	30	31	Feb 1
96	2	3	4 Today 11:48 am	5	6	7	8
97	9	10	11	12	13	14	15
98	16	17 President's D...	18 Winter Recess	19	20	21	22
99	23	24	25	26	27	28	Mar 1

District/School's Event(s) and/or Assignment(s)

☐ District Level Events ☒ School Level Events ☐ Kristen's Assignments

January 26 - March 1, 2014

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
95	Jan 26, 2014	27	28	29	30	31	Feb 1
96	2	3	4 Today 11:49 am	5	6	7	8
97	9	10	11	12	13	14	15
98	16	17	18	19	20	21	22
99	23	24	25	26	27	28	Mar 1

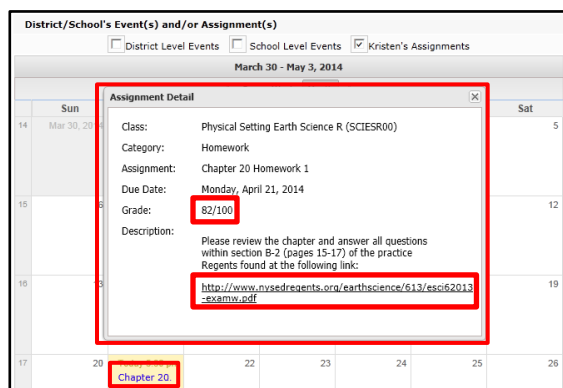
District/School's Event(s) and/or Assignment(s)

☐ District Level Events ☐ School Level Events ☒ Kristen's Assignments

January 26 - March 1, 2014

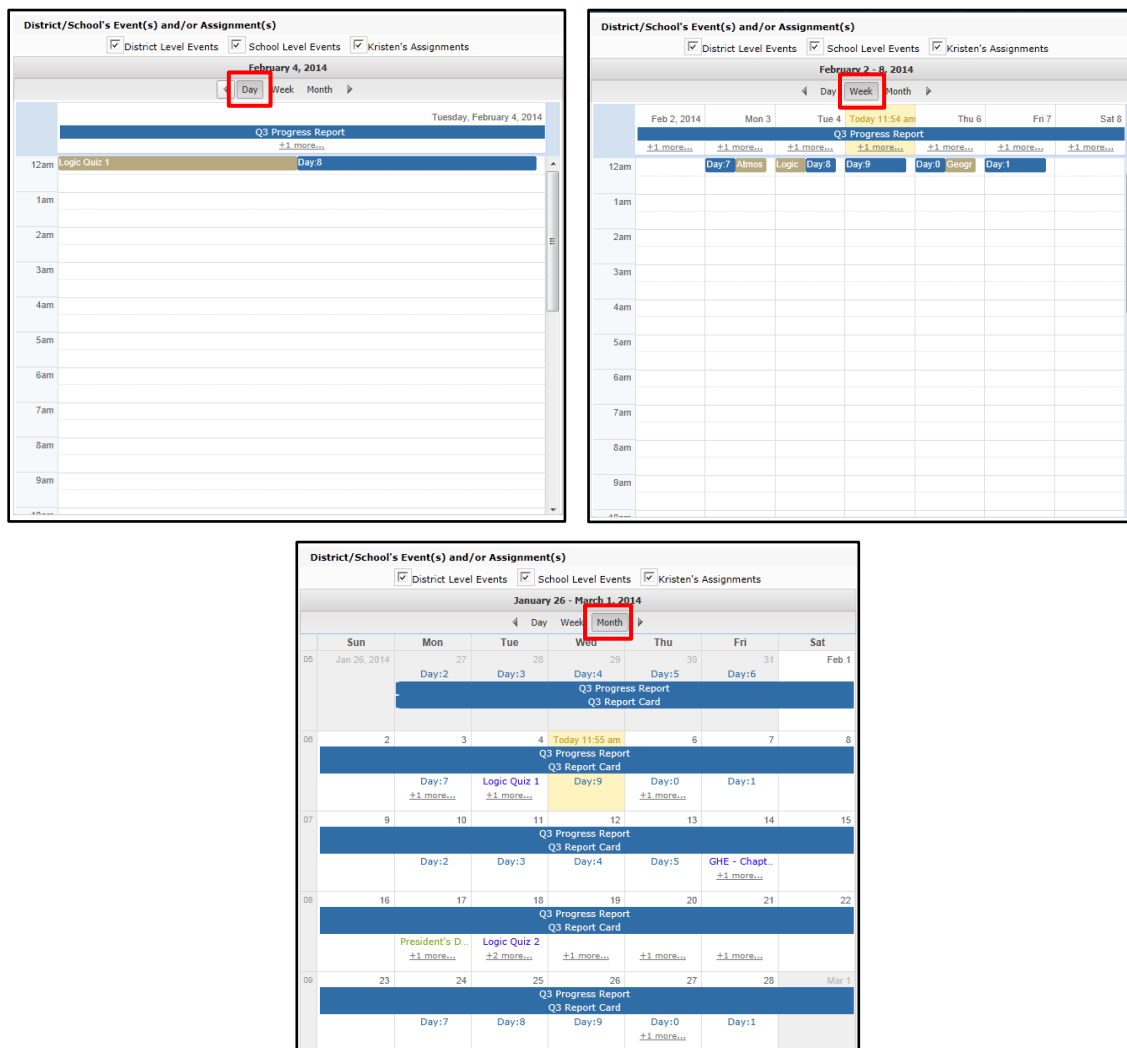
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
95	Jan 26, 2014	27	28	29	30	31	Feb 1
96	2	3 Atmosphere...	4 Logic Quiz 1	5 Today 11:50 am	6 Geography Q...	7	8
97	9	10	11	12	13	14 GHE - Chapt...	15
98	16	17 Portrait - Mo...	18 Logic Quiz 2	19 Practice AP e...	20	21	22
99	23	24	25	26	27 Geography Q...	28	Mar 1

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 Tab

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.

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

eSD Parent Portal

Tuesday, February 23, 2016 | trainingsed (Admin) with eSchoolparent

Home

Profile

Attendance

Schedule

Discipline

Immunization

Transcript

Report Card

Buses

Course Request

Gradebook

Progress Report

Assessments

Student Information

First Name: Cayla

Middle Name: Lauren

Last Name: Abell

ID Number: 00412780

Grade: 12

Gender: Female

Student Attendance

Day	Attendance										Comment								
	1	2	3	4	SA Class	SB Class	6	7	8	Daily		AE	AU	TE	TU	DE	DU	N	
08/21/2015	N/A	AE (MEDE)	P	P	N/A	P	P	P	P	P		1	0	0	0	0	0	0	
09/14/2015	AU (OVSL)	P	P	P	N/A	P	P	P	P	TU (OVSL)		0	1	0	0	0	0	0	
09/15/2015	AE (ILLN)	P	AE (ILLN)	AE (ILLN)	N/A	AE (ILLN)	AE (ILLN)	AE (ILLN)	AE (ILLN)	AE (ILLN)	Student staying home for bad cough	7	0	0	0	0	0	0	
10/19/2015	P	P	P	P	P	N/A	P	P	P	T*		0	0	0	0	0	0	0	
02/23/2016	P	AE (FLD.)	AE (FLD.)	N/A	AE (FLD.)	AE (FLD.)	AE (FLD.)	AE (FLD.)	AE (FLD.)	AE (FLD.)	DP (FLD.)	7	0	0	0	0	0	0	
Grand Total												51	13	2	1	3	0	0	
Periods Total	1	2	3	4	SA Class	SB Class	6	7	8	Daily									
AE 5	4	8	1	7		7	8	2	9	4									
AU 2	2	2	0	2		2	1	1	1	1									
TE 1	0	0	0	1		0	0	0	0	2									
TU 0	0	1	0	0		0	0	0	0	4									
DE 0	0	0	0	0		1	2	0	0	0									
DU 0	0	0	0	0		0	0	0	0	0									
NA 0	0	0	0	0		0	0	0	0	0									

Events

Event	Reason	Start	End
Late Arrival	Over slept	09/14/2015-07:45AM	09/14/2015-09:00AM
Full Day(s)	Illness	09/15/2015-07:45AM	09/15/2015-07:31PM
Late Arrival	Illness	11/03/2015-07:45AM	11/03/2015-11:00AM
Full Day(s)	In School Suspension	11/04/2015-07:45AM	11/04/2015-07:31PM
Late Arrival	Missed bus	11/10/2015-07:45AM	11/10/2015-09:30AM
Full Day(s)	Illness	12/03/2015-07:45AM	12/03/2015-02:18PM
FieldTrip - CHRISTMAS SPECTACULAR	FIELD TRIP	02/01/2016-08:00AM	02/01/2016-05:00PM
Early Dismissal	Resource Room	01/20/2016-01:00PM	01/20/2016-02:18PM
Full Day(s)	Illness	01/22/2016-07:45AM	01/25/2016-02:18PM
Early Dismissal	Early Dismissal Unexcused	01/27/2016-11:00AM	01/27/2016-02:18PM
Early Dismissal	Early Dismissal Excused	01/28/2016-01:10PM	01/28/2016-02:18PM
Midday	Medically Excused	02/19/2016-01:2:30PM	02/19/2016-01:00PM
FieldTrip - Bush Garden	FIELD TRIP	02/23/2016-06:00AM	02/23/2016-05:00PM

* = Unknown, A = Absent, D = Dismissed, E = Excused, P = Present, T = Tardy, U = Unexcused, NA = Non-Attendance, N/A = Not Applicable

Red = Absent, Yellow = Tardy, Orange = Dismissed, Green = Present, Blue = Non-Attendance, Gray = Not Applicable

* = Unknown, A = Absent, D = Dismissed, E = Excused, P = Present, T = Tardy, U = Unexcused, NA = Non-Attendance, N/A = Not Applicable



Red = Absent, Yellow = Tardy, Orange = Dismissed, Green = Present, Blue = Non-Attendance, Gray = Not Applicable

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 Tab

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.

eSD Parent Portal

Friday, May 08, 2015 | kabemathy1126

Home

Profile

Attendance

Schedule

Discipline

Transcript

Report Card

Buses

Course Request

Gradebook

Progress Report

Assessments

Fees

Student Information

First Name: Cayla

Middle Name: Lauren

Last Name: Abell

Gender: Female

Homeroom:

ID Number: 905478445

Grade: 12

Counselor: Chantel Hollis

Location:

Locker Information

Locker Number

Locker Type

Locker Location

Locker Combination

Padlock

1097

HS Hall

North Hallway

17-35-29

N/A

Student Schedule

1

Days	Periods	Room #	Course #	Course	Sec	Staff	Date	Webpage
1,2,3,4,5,6,7,8,9,0	1	TBD	LOTSP3HD	Spanish III H	1	Ms. Espina	02/17/2015	
1,2,3,4,5,6,7,8,9,0	2	H210	ENG10R00	English 10R	6	Coplaque	07/01/2014	
1,2,3,4,5,6,7,8,9,0	3	TBD	LOTSP3R0	Spanish III	1	Franks	07/01/2014	
1,2,3,4,5,6,7,8,9,0	4	TBD	MATGMTYR	Geometry (CC)	5	Mrs. Johnson	07/01/2014	
1,2,3,4,5,6,7,8,9,0	7		100	Study Hall1	27		01/16/2015	
1,2,3,4,5,6,7,8,9,0	8	H114	AIS-ESLE	AIS/English	5	Ms. Cross	02/17/2015	
1	9	TBD	MATGEOCB	Geometry Callback	6	Ms. Cooper	07/01/2014	
2,4,6,8,0	9	GYM	PE009-10	Physical Education 9/10	11	Mr. Byrd	07/01/2014	
3,7,9	9	H103	SCIESROL	Physical Setting Earth Science Lab	1	Mr. Anthony	07/01/2014	
1,2,3,4,5,6,7,8,9,0	9		100	Study Hall1	38		01/16/2015	
1,2,3,4,5,6,7,8,9,0	11	TBD	SOCHG2R0	Global History & Geography II R	2	Mr. Brandt	07/01/2014	
1,2,3,4,5,6,7,8,9,0	12	TBD	IDCSGR10	Community Service 10	1	Barron	07/02/2014	

2

Days	Periods	Room #	Course #	Course	Sec	Staff	Date	Webpage
1,2,3,4,5,6,7,8,9,0	1	TBD	LOTSP3HD	Spanish III H	1	Ms. Espina	02/17/2015	
1,2,3,4,5,6,7,8,9,0	2	H210	ENG10R00	English 10R	6	Coplaque	07/01/2014	

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 Tab

Click on the **Discipline** tab to view the student's discipline history. Click the **Print icon**  to print the student's discipline record.

eSD Parent Portal

Friday, November 08, 2013 | kbankston

<

Home

Profile

Attendance

Schedule

Discipline

Immunization

Transcript

Report Card

Buses

Course Request

Gradebook

Progress Report

Assessments

Fees

Standards Ba

Student Information

First Name: **Kristen**

Middle Name: **Killian**

Last Name: **Bankston**

ID Number: **1211292**

Grade: **10**

Gender: **Female**

Student Discipline

Role in the Incident

Incident Type

Location

Description

Date

Time/Period

Referred By

Details

Teacher Comment

School Name : eSD High School

Offender

First Incident Tardy

A location within the boundaries of school property.

Student was late to class without a note.

09/17/2013

13:20:00

Cordova, Freddie

Kristen Bankston showed up 15 minutes into the class period, without a note explaining her absence.


Action Type

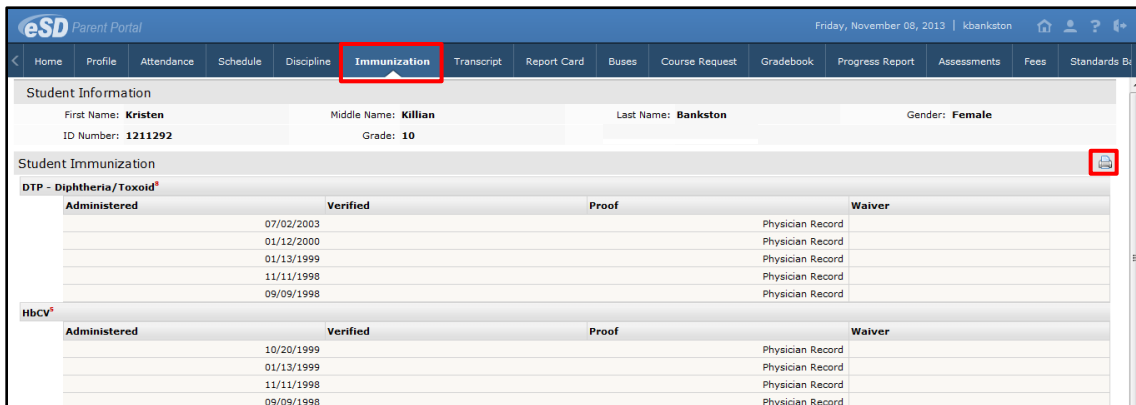
Date

Description

Total: 1 Incident

Immunization Tab

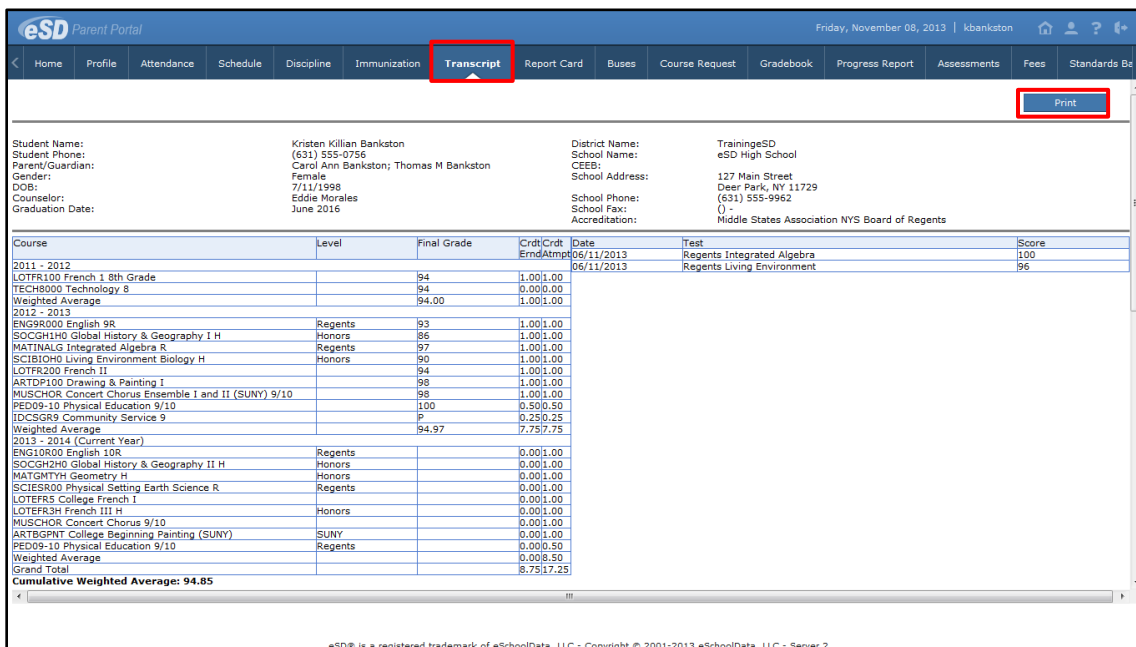
Click on the **Immunization** tab to view the student's immunization records on file with the district. Click the **Print icon**  to print the student's immunization records.



Transcript Tab

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

Depending on the district and the browser being used, a link to the transcript may appear below the Student Information section. Click the link to view the transcript.



Note:

Transcripts will be published to the Portal at the school district's discretion.

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 Tab

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.

eSD Parent Portal Friday, November 08, 2013 kbankston

Home Profile Attendance Schedule Discipline Immunization Transcript **Report Card** Buses Course Request Gradebook Progress Report Assessments Fees Standards Ba

Print

eSD High School
Report Card: Q1 Report Card (08/23/2013 - 11/08/2013)
127 Main Street Deer Park, NY 11729
School Telephone No: (631) 555-9962
eSchoolData Care, Principal

Student: Bankston, Kristen Surname: Bankston ID Number: 1211292
Counselor: Morales, Eddie Grade: 10 Phone: 631-555-2682

Course	Q1	Q2	Q3	Q4	MT	FE	FNL CRS. GRD.	ABS. Cum. Abs.	Tardy. Cum. Tardy.	Staff
ENG10R00 English 10R	93	--	--	--	--	--	--	--	--	Ms. Dawn Sullivan
SOCGH2H0 Global History & Geography II H	87	--	--	--	--	--	--	--	--	Mrs. Cassandra Walters
MATGMTH Geometry H	85	--	--	--	--	--	--	--	--	Mrs. Helene Wiggins
SCIESN00 Physical Setting Earth Science R	82	--	--	--	--	--	--	--	--	Mrs. Freddie Cordova
LOTEFR3H French III H	97	--	--	--	--	--	--	--	--	Ms. Estelle Fitzgerald
ARTBGPNT College Beginning Painting (SUNY)	95	--	--	--	--	--	--	--	--	Mrs. Goldie Wyatt
MUSCHOR Concert Chorus 9/10	90	--	--	--	--	--	--	--	--	Dr. Noe Farrell
PED09-10 Physical Education 9/10	Ex	--	--	--	--	--	--	--	--	Ms. Serena Roach

Assessment/Regent Exam Score

Academic Key: 55-65

Generated on 2013-09-10 11:48:52

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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 Tab

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

eSD Parent Portal Thursday, July 7, 2016 trainingsd (Admin) with sbasham3381

Home Profile Attendance Schedule Discipline Immunization Transcript Report Card **Buses** Course Request Gradebook Progress Report Assessments

Student Information

First Name: **Timmy** Middle Name: Last Name: **Basham**
ID Number: **237565** Grade: **11** Gender: **Male**

Student Buses


Bus Type	Bus Route	Bus Stop	Alternate Route	Reason
AM	1	55 Whitson Road 07:18	Not Specified	Not Specified
PM	1	Long Hill Rd W & Quinn Rd 14:54	Not Specified	Not Specified

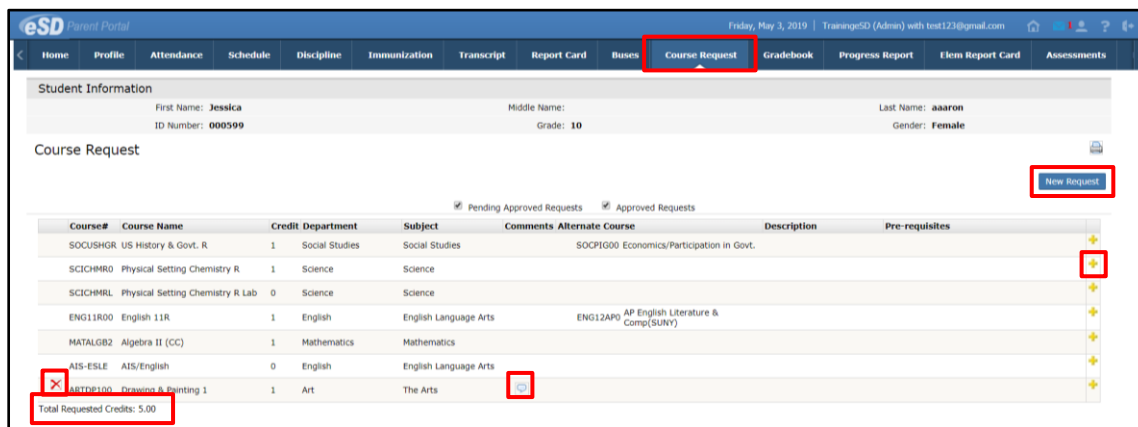
Note:

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

Course Requests Tab

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 will be able to 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** .



Course#	Course Name	Credit	Department	Subject	Comments	Alternate Course	Description	Pre-requisites
SOCUSHGR	US History & Govt. R	1	Social Studies	Social Studies		SOCPTG00	Economics/Participation in Govt.	
SCICHMR0	Physical Setting Chemistry R	1	Science	Science				
SCICHMRL	Physical Setting Chemistry R Lab	0	Science	Science				
ENG11R00	English 11R	1	English	English Language Arts		ENG12AP0	AP English Literature & Comp(SUNY)	
MATLGB2	Algebra II (CC)	1	Mathematics	Mathematics				
AIS-ESLE	AIS/English	0	English	English Language Arts				
ARTDPE100	Drawing & Painting 1	1	Art	The Arts				


Total Requested Credits: 5.00


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.

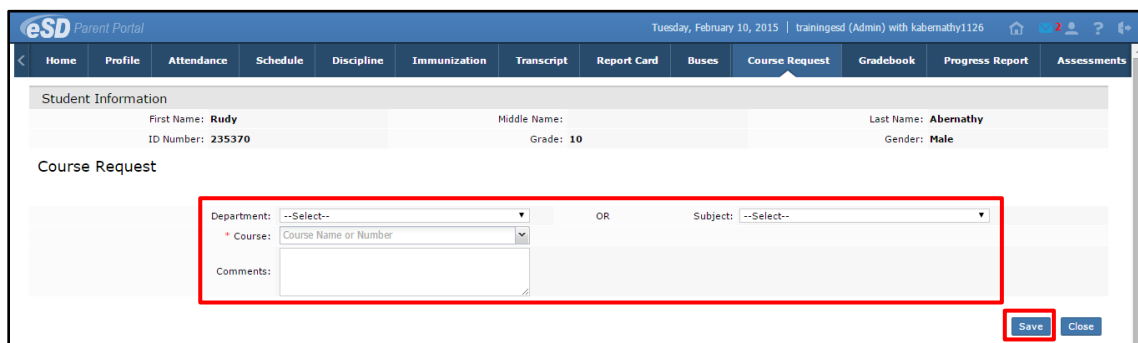
Note:

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

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

New Course Request/Alternate Course Request

Open the **Course** menu  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.



Department: --Select-- OR Subject: --Select--

Course: Course Name or Number

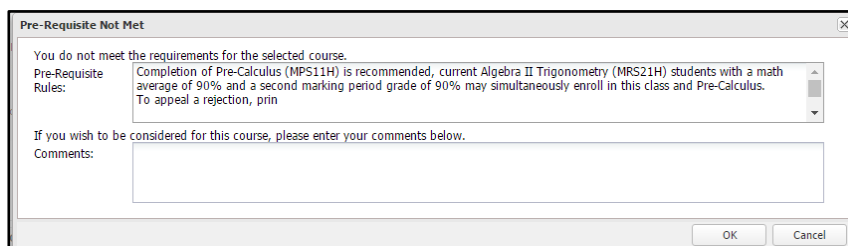
Comments:

Save Close

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.



Pre-Requisite Not Met

You do not meet the requirements for the selected course.

Pre-Requisite Rules: Completion of Pre-Calculus (MPS11H) is recommended, current Algebra II Trigonometry (MRS21H) students with a math average of 90% and a second marking period grade of 90% may simultaneously enroll in this class and Pre-Calculus. To appeal a rejection, print

If you wish to be considered for this course, please enter your comments below.

Comments:

OK Cancel

Gradebook Tab

Click on the **Gradebook** tab to view the student's classes list and published assignments. 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.

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.

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

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.




Note:

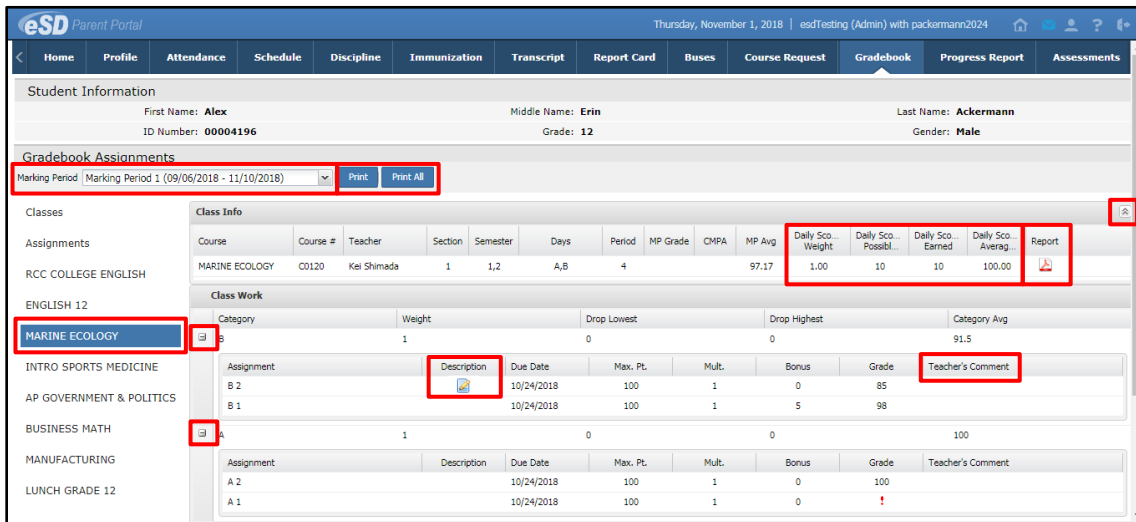
The **From/To Dates** default to the selected Marking Period's Start/End Dates.

Note:

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

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

In the **Class Work** section, click the **Expand icon**  next to an Assignment Category to display the published assignments in that category. 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.


Note:

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

Note:

Users can **Collapse**  or **Expand**  the **Class Info** section.

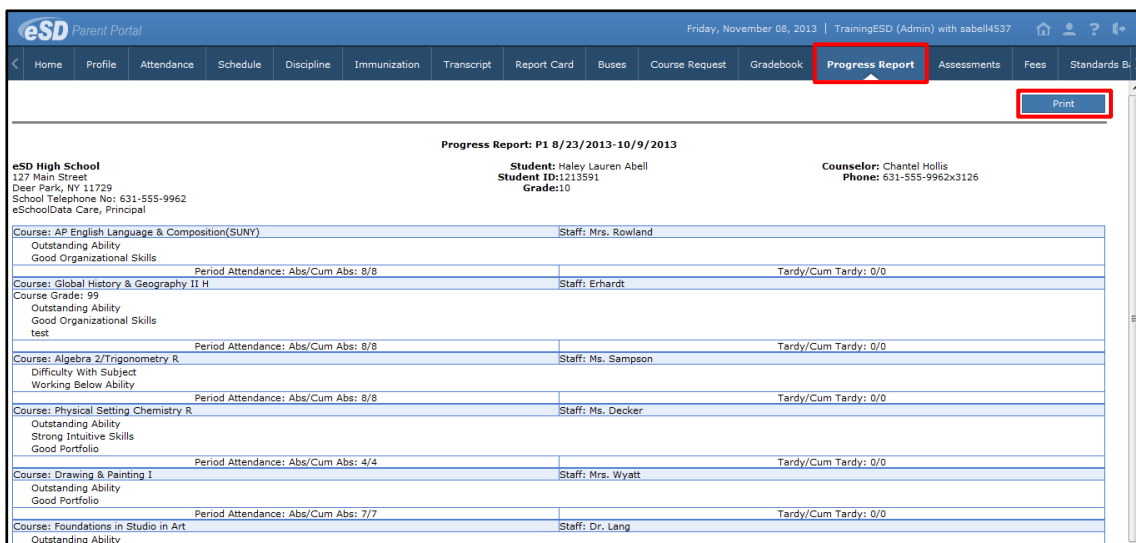
Alpha grade equivalents will be displayed in the **Class Info** section when **Alpha Grade Conversion** has been set for the course.

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 (**Weight**, **Drop Lowest**, **Drop Highest**, and **Category Average**).

Progress Report Tab

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.

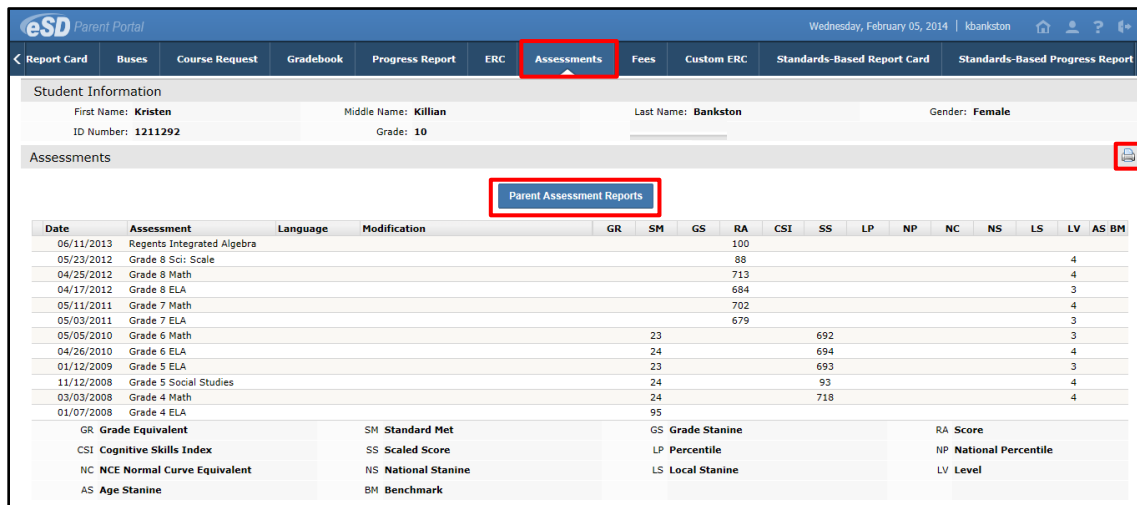
Translations of Progress Report comments will display, when available.

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

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.

Assessments Tab

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.



Student Information

First Name: **Kristen** Middle Name: **Killian** Last Name: **Bankston** Gender: **Female**

ID Number: **1211292** Grade: **10**

Assessments


Parent Assessment Reports

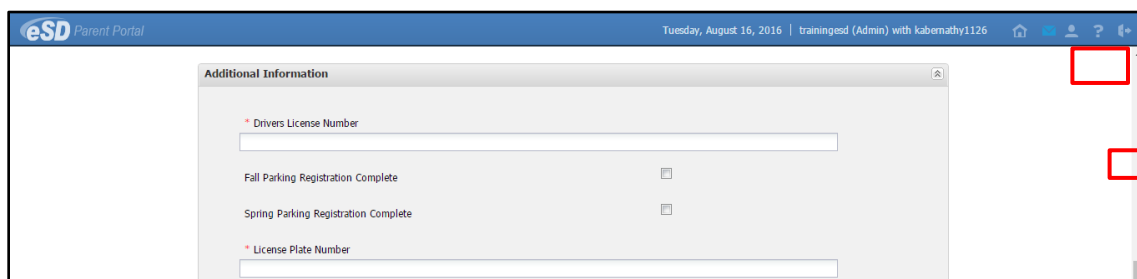
Date	Assessment	Language	Modification	GR	SM	GS	RA	CSI	SS	LP	NP	NC	NS	LS	LV	AS	BM
06/11/2013	Regents Integrated Algebra						100										
05/23/2012	Grade 8 Sci: Scale						88										4
04/25/2012	Grade 8 Math						713										3
04/17/2012	Grade 8 ELA						684										3
05/11/2011	Grade 7 Math						702										4
05/03/2011	Grade 7 ELA						679										3
05/05/2010	Grade 6 Math								692								3
04/26/2010	Grade 6 ELA					23			694								4
01/12/2009	Grade 5 ELA					23			693								3
11/12/2008	Grade 5 Social Studies					24			93								4
03/03/2008	Grade 4 Math					24			718								4
01/07/2008	Grade 4 ELA					95											
GR Grade Equivalent				SM Standard Met				GS Grade Stanine				RA Score					
CSI Cognitive Skills Index				SS Scaled Score				LP Percentile				NP National Percentile					
NC NCE Normal Curve Equivalent				NS National Stanine				LS Local Stanine				LV Level					
AS Age Stanine				BM Benchmark													

Note:

Assessments will be published to the Portal at the school district's discretion.

Fees Tab

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.



Additional Information

* Drivers License Number

Fall Parking Registration Complete ☐

Spring Parking Registration Complete ☐

* License Plate Number

Note:

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

Elem Report Card Tab

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

eSD Parent Portal Friday, November 08, 2013 | kbankston

Home Profile Attendance Schedule Report Card Buses Gradebook Progress Report **Elem Report Card** Custom Elem Report Card Standards-Based Report Card

Class: English Language Arts - 1st Grade(Crs#ELA1) Staff: Morse, Cornelia School: eSD Elementary School Bankston, Jack

Print Summary M1 (08/26/2013 - 01/24/2014) Template Name: Grade 1 Class Section: 102 Date Printed: 09/10/2013 Grade: 1

	M1	M2	Absent	Tardy
Total	0	0	0	0

Knowledge Area Standards/Keyidea/Comments M1 M2

Grade One Behaviors that Promote Learning

Completes work in reasonable time	2	
Demonstrates self-control	3	
Follows directions for class assignments	3	
Makes appropriate transitions	2	
Organizes self and materials	3	
Participates actively in class discussions	3	
Produces neat and legible work	2	
Takes pride in work	2	
Works cooperatively	3	
Works independently	2	

Grade One Personal and Social Development

Accepts responsibility for own actions	2	
Follows cafeteria, recess, and school rules	2	
Follows classroom rules and routines	2	
Interacts appropriately with others	3	
Respects rights, diversity, and property of others	3	

Teacher Comments

Typed Comments: Fun to have in class, needs a bit more self-control.

Note:

Elementary Report Cards will be published to the Portal at the school district's discretion.

Note:

If the district has opted to display a **custom-format Elem 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.

Custom Elem Report Card Tab

Click on the **Custom Elem Report Card** tab to view the student's custom elementary report card. Select the **Marking Period** then click **View Custom ERC**.

eSD Parent Portal Tuesday, February 23, 2016 | traininged (Admin) with aacuna3837

Home Profile Attendance Schedule Report Card Buses Gradebook Progress Report Elem Report Card **Custom Elem Report Card** Standards-Based Report Card

Student Information

First Name: Amner Middle Name: Aaron Last Name: Acuna
ID Number: 00202981 Grade: 4 Gender: Male

Custom ERC

* Marking Period --Select--

View Custom ERC

Note:

Custom Elem Report Cards will be published to the Portal at the school district's discretion.

The **Custom ERC** will be generated and will open in a new window. Use the toolbar at top left to navigate through, **Print** and/or **Save** the Custom ERC.

Training eSD Guardian Address: 117 HIRST ROAD
45 Ingham Road, Buchanan NY 11716 - (631) 555-0083 - Principal: eSchoolData Care Buchanan, New York 30113

Student: Bankston, Jack ID: 1211293 Grade: 1 Teacher: Ms. Cornelia Morse School Year: 2013 - 2014

Marking Period: 1 - (08/26/2013-01/24/2014)

1 Marking Period 1 (08/26/2013-01/24/2014)	2 Marking Period 2 (01/27/2014-06/25/2014)
Art - / Hood, Trent Participates with a positive attitude Understands Concepts Comment Math - Counting and Cardinality Counts to 100 by ones Counts to 100 by tens Identifies 0 - 10 Identifies 11 - 20 Writes 0 - 10 Writes numbers from 11 to 20 Math - Number and Operations Adds two digit numbers	Writes numbers to 100 Math - Geometry Classifies shapes/lines by their properties Creates two dimensional and three dimensional shapes Defines attributes of geometric shapes (cube, cone, sphere, cylinder) Draws and identifies lines and angles Identifies and compares two dimensional shapes and their attributes Identifies properties of geometric shapes Partition specified shapes into equal shares (halves, thirds, fourths) Recognizes and draws shapes having specific attributes Understands fractions of a whole (1/2, 1/4) Math - Operations and Algebraic Thinking Analyzes patterns and relationships Computes accurately in daily work Divides numbers within 100

Standards-Based Report Card Tab

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.

eSD Parent Portal Wednesday, April 23, 2014 | mmulle4343

eSD Elementary School
3 Gingerbread Lane
Clintondale New York 11716
Tel: 631-218-5280
Principal: Yadira Ritchie
School Year: 2013 - 2014
Marking Period: MP1

Student: Delinda Mullis
ID: 00002453
Grade: 4
Homeroom: 117
Guardian: Regis Mullis
134 Main Street
Central Islip NY 11722

Teacher: Mr. Montes Grade 4 Section: 117 Rooms: 117

Scheduling Year: 2013 - 2014

Marking Period	Dates
MP1	09/09/2013-11/09/2013
MP2	11/12/2013-01/24/2014
MP3	01/27/2014-04/04/2014
MP4	04/07/2014-06/27/2014

Attendance

Attendance/Marking Period	MP1	MP2	MP3	MP4	Total
Days Absent	0	0	0	0	0
Days Unexcused Absent	0	0	0	0	0

Print Teacher Name _____
Teacher Signature _____
Date _____
Print Name _____
Guardian Signature _____
Date _____

Note:

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

Standards-Based Progress Report Tab

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

eSD Parent Portal Wednesday, April 23, 2014 | mmulle4343

eSD Elementary School
3 Gingerbread Lane
Clintondale New York 11716
Tel: 631-218-5280
Principal: Yadira Ritchie
School Year: 2013 - 2014
Marking Period: PR2

Student: Delinda Mullis
ID: 00002453
Grade: 4
Homeroom: 117
Guardian: Regis Mullis
134 Main Street
Central Islip NY 11722

Teacher: Mr. Montes Grade 4 Section: 117 Rooms: 117

Scheduling Year: 2013 - 2014

Marking Period	Dates
PR1	09/09/2013-10/11/2013
PR2	11/12/2013-12/13/2013
PR3	01/27/2014-02/28/2014
PR4	04/07/2014-05/09/2014

Attendance


Attendance/Marking Period	PR1	PR2	PR3	PR4	Total
Days Absent	0	0	0	0	0
Days Unexcused Absent	0	0	0	0	0

Print Teacher Name _____
Teacher Signature _____
Date _____
Print Name _____
Guardian Signature _____
Date _____

Note:

Standards-Based Progress Reports will be published to the Portal at the school district's discretion.

Updating Account Info

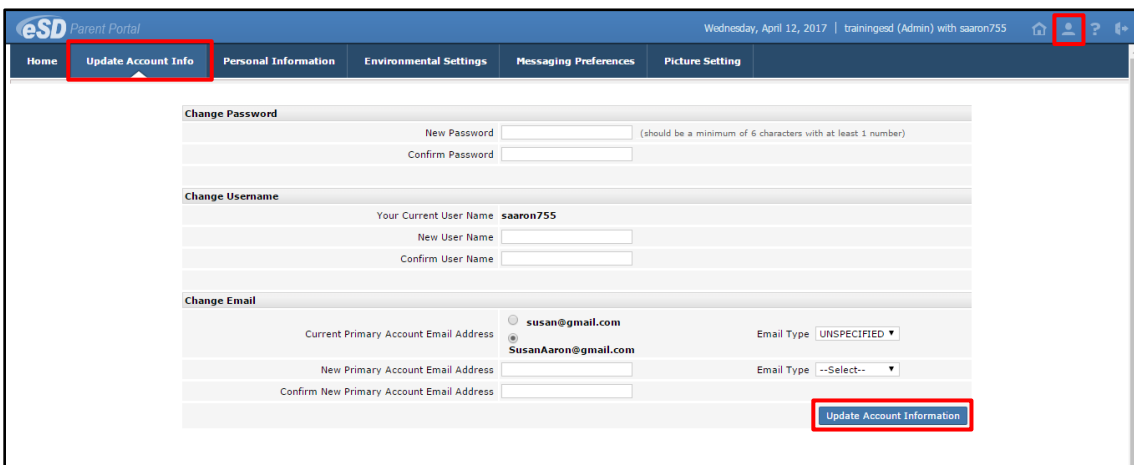
Parents/guardians can update account information at any time. Click the **My Account icon**  at the top right of the Portal screens. The **Update Account Info** tab is the default tab.

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 7.

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**.

Picture Setting

When enabled by your district, the **Picture Setting** tab allows you to control whether your child's photo is displayed on the eSD® Portals. Check the **Do Not Show** checkbox ☐ to hide your child's photo. Click **Update Settings** when finished.