



myStudent Documentation

Navigating the Parent Portal

Once you have created a Parent Portal Account and attached your students, you will be signed in to the Portal. Parents are able to view useful notifications and information related to their child, including real-time alerts and messages through their Portal Page.

The screenshot shows the myStudent Parent Portal interface. Numbered callouts identify key features: 1. myStudent Logo, 2. User Name (Cristie Aaron (Parents)), 3. School Name (Seven Springs Middle School - 0057 (MD)), 4. School year pull-down (2019-2020), 5. Child(ren's) name (Climene), 6. Marking Period (Q1, Q2, Q3, Q4), 7. Main Menu (Portal, My Profile, Preferences, Calendar, Request Conference, Forms, Climene, Didimo, Dimas, Salvador), 8. News tab, 9. Events tab, 10. Student Card (Grades, News, Planner, Reports), 11. Alerts, 12. Logout button.

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	M/J BASIC THEATRE	Blodgett, L	0	0	0	NG
02	M/J LANG ARTS 1, ADV	Leon, G	0	0	0	NG
03	M/J GRADE 6 MATH ADV	Verduzco, W	0	0	0	NG
04	HOMEROOM	Contreras, L	0	0	0	NG
05	M/J VISUAL ART 1	Contreras, L	0	0	0	NG
06	M/J COMPRE SCI 1 ADV	Vallejo, A	0	0	0	NG
07	M/J US HIST ADV	Centeno, G	0	0	0	NG

1. **myStudent Logo**– Click on the logo to return to the portal page
2. **User Name** – Displays your first and last name
3. **School Name** – Displays the school for the selected child
4. **School year pull-down** –Navigates between the current year and prior/future years
5. **Child(ren's) name**- Parents with multiple students can switch between their children by selecting the name on the left and accessing menu options or by selecting the tabs on each name card
6. **Marking Period** – Displays a list of available marking periods during the school year. Defaults to the currently active marking period
7. **Main Menu**- menus that allows users to navigate to different screens within myStudent
8. **News tab - Alerts**-These are any alerts specific to the user's child such as: Absences, Referrals, or Unpaid Fees. **Welcome** announcements or links, **Legal Notices**, **Bus Routes**, **Student Fees**
9. **Events tab**- District/school calendar of upcoming events the user can click on the View Calendar link to view the school's calendar for the entire year
10. **Student Card** -Lists the user's child's/children's classes along with their current grade for secondary schools.
 - Grades tab - Clicking the course or grade links will take the user to the Assignments & Grades screen for the student's class. (see below for Assignment details)
 - News tab – School/Student specific information
 - Planner tab – Displays Assignment Due Dates



myStudent Documentation

Navigating the Parent Portal

- Reports tab – Displays downloads for Report Cards, Progress Reports, Test Scores
11. **Help**- Provides Contextual help for the current page
 12. **Logout**- Closes the myStudent application, the system will time-out after 24 minutes of inactivity

My Profile – includes list of **Attached Students**, **General** and **Parent Legal Notices**

Filter fields...

Attached Students

General

Parent Legal Notices

Garrido, Jeuel
50041

Attached Students

Export Filter OFF

Student ID	Last Name	First Name	Enabled	Enrolled School	Enrolled Gradelevel
------------	-----------	------------	---------	-----------------	---------------------

Preferences – includes **Display Options**, **Notifications** and **Linked Accounts**

Display Options tab

Allows Parents to configure the Language, Highlight Color, Portal Student Name Format, Student Info Layout, Default Filters On and the Date Format.

Display Options Notifications Linked Accounts

Language ☒ English ☐ Français ☐ English (Canada)
☐ Tiếng Việt ☐ 日本語 ☐ Español
☐ Русский ☐ 中文 ☐ Kreyòl
☐ Português

Highlight Color

Portal Student Name Format

Student Info Layout

Default Filters On ☐

Date Format
☒ Month Day, Year ☐ Day Month, Year

Notifications tab

Allows the user to set the frequency and type of notifications

Display Options Notifications Linked Accounts

1 Parent

Status	Name	Email	Frequency	Summaries
	Garrido, Jeuel	No Email on File	<div>Never Filter Never Daily Weekly Custom</div>	<input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Upcoming Assignments <input checked="" type="checkbox"/> Grades Link <input checked="" type="checkbox"/> Events and Messages

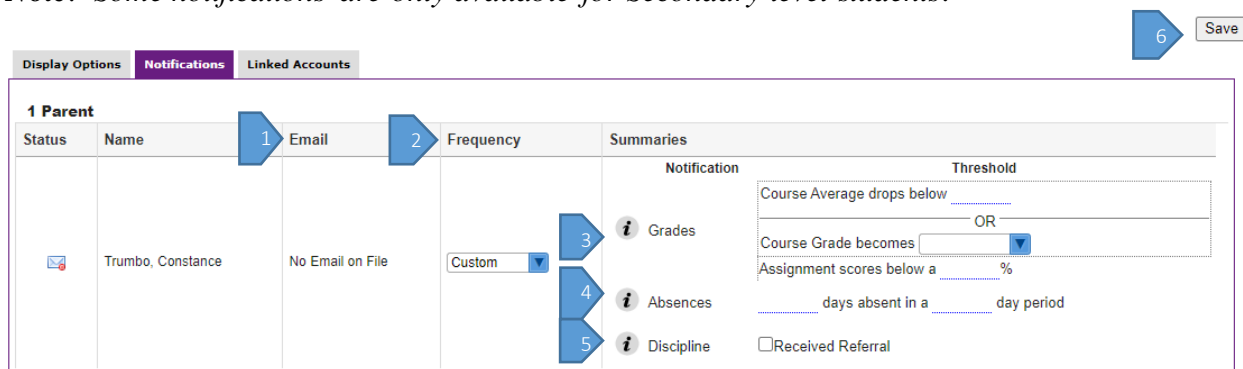
Note: A Daily or Weekly selection does not give options for threshold notifications.

Custom notifications can be selected as an option for Frequency.

Navigating the Parent Portal

Options are available to set thresholds for when notifications are sent, to the email address on file, regarding grades, absences and discipline.

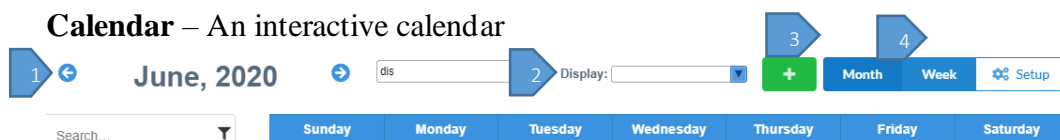
Note: Some notifications are only available for Secondary level students.



1. The email that will receive notifications.
2. Frequency of notifications. (Daily, Weekly or Custom) Only the Custom option provides the choices for Grades, Absence and Discipline thresholds.
3. Grades - Enter a course grade average, course letter grade or Assignment score % as a threshold. (Secondary)
4. Absences - Select the number of days absent within a specified number of days.
5. Receive notice if the student receives a referral
6. Select Save to update changes.

Note: Hovering or clicking on the  will give the user instructions.

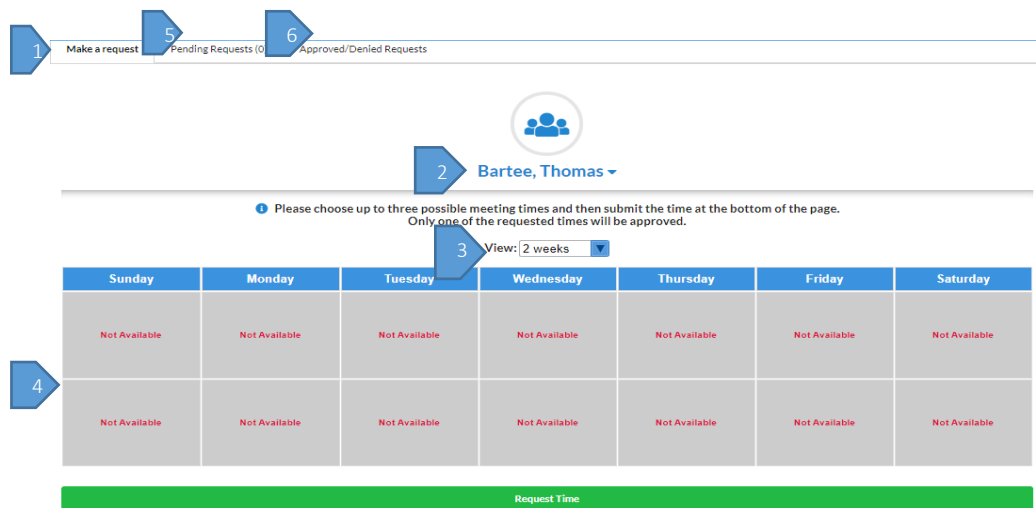
Calendar – An interactive calendar



1. Use arrows to switch months
2. Display – select Assignments, Lessons or Units
3. Select the + symbol to add events
4. Choose between Month or Week display

Request Conference – Tab selections include Make a Request, Pending Requests or Approved/Denied Requests

Navigating the Parent Portal



1. Make a Request tab
2. Select Teacher from the drop-down menu
3. Select Weeks to view and select days/times
4. Select Request Time to submit for approval
5. Pending Requests submitted for approval
6. Approved/Denied Requests

Forms – Multiple Links to available online forms - only select forms that pertain to your child.

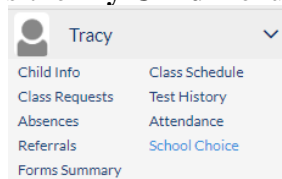
- Forms can be submitted by selecting **Save**
- Forms can be saved for a later date by selecting **Save and Continue**
 - Select Forms and select the link of the form needed for completion

My Child Menu

The myStudent Parent Portal is a tool designed to enhance parent's access to their child's education. Parents can review their student's information, schedule, attendance and more.

The **My Child** menu shows each of the pieces the user, as the parent, can access.

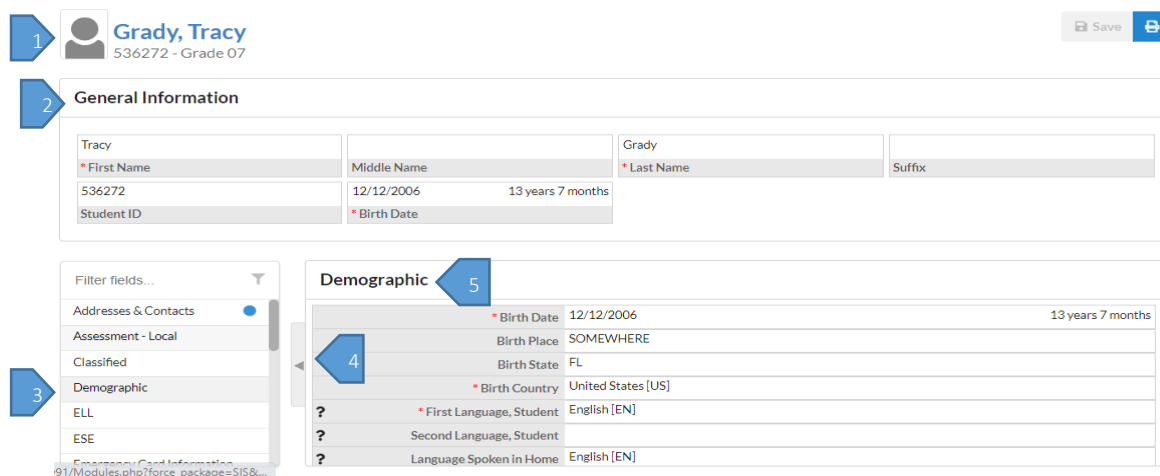
The following section reviews the **My Child** menu options:



Child Info

Navigating the Parent Portal

The **Child Info** screen lists demographic information regarding the user's child. Parents can review any of the information for accuracy and contact the school if changes should be made. Select a child from the side menu, if there are multiple children to select.



1. This is the student's name. By clicking on the name, a box will appear with the General Information of the student.
2. This **General Information** area can collapse by clicking on the student's name.
3. Numerous menu options allow the user to view information for the student. The Filter Fields box can be used to search for a specific screen.
4. The **Parent Information** menu contains:
 - **Student Password**
 - **Parent PIN**
 - **Lunch Balance**
 - **PIN for Account use at School Vending Machines**
 - **Student Personal Email Address** -can be edited by student and parent
 - **Student Preferred Phone** -can be edited by student and parent
5. The user can click the arrow to close the list of screens and expand the student information section of the screen.
Note: Clicking on the arrow will reopen the list of screens.
6. The main screen will display the information/screen selected

Class Requests – For 6 – 12th grade students only. Displays course requests entered at the school level.



myStudent Documentation

Navigating the Parent Portal

7 Requests And 4 Alternates
1.00 Credits And 6.00 Units

Approved by Counselor: No Locked for Students: Yes

If you would like to view course requests for the 2020-2021 school year, please click here:

[Switch to 2020-2021](#)

Course	Credits	Course #	Elective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approve
EX ROBOTICS TECH/CP (8600072Z)	0.00	8600072Z	5						<input type="checkbox"/>
EX TECH DSGN & CP (8600082Z)	0.00	8600082Z	1						<input type="checkbox"/>
EXP OF CJ OCCS (8900220Z)	0.00	8900220Z	2						<input type="checkbox"/>
M/J CIVICS ADV (2106020Z)	0.00	2106020Z							<input type="checkbox"/>
M/J COMPRE PE GR7/8 (1508070Z)	0.00	1508070Z							<input type="checkbox"/>
M/J COMPRE SCT 2 ADV (2002080Z)	0.00	2002080Z							<input type="checkbox"/>
M/J EXPLORING 2D ART (0101005Z)	0.00	0101005Z	4						<input type="checkbox"/>
M/J GRADE 7 MATH ADV (1205050Z)	0.00	1205050Z							<input type="checkbox"/>
M/J JOURN 1 (1006000Z)	0.00	1006000Z	3						<input type="checkbox"/>
M/J LANG ARTS 2, ADV (1001050Z)	0.00	1001050Z							<input type="checkbox"/>
SPANISH 1 (0708340Z)	1.00	0708340Z							<input type="checkbox"/>

Absences

The Absences Sub-menu displays an Absence Summary of the student's attendance.

Absent: 40 periods (during 8 days)			Other Marks: 11 periods (during 4 days)		
NoShow	No Show (1st 10 days of school)	0 periods	Unexcused Tardy	1 periods	
U	Unexcused Absence	12 periods	Non-Absence School Related Activity	8 periods	
EX	Excused Absence - Other	28 periods -- 2 days	Non-Absence Clinic	0 periods	
IR	Religious	0 periods	Non-Absence Taking Assessment	0 periods	
IM	Medical	0 periods	Non-Absence ON Campus	0 periods	
J	Judicial	0 periods	Non-Absence Intervention	0 periods	
EF	Death in Family	0 periods	Excused Tardy	0 periods	
OSS	Out-of-School Suspension	0 periods	Tardy and Left Early Same Period	0 periods	
			Left Early/Early Dismissal this Period	2 periods	
			In-School Suspension	0 periods	
			Hospital/Homebound	0 periods	
			Off-Campus Instruction	0 periods	

Total Full Days Possible: 179
Total Full Days Attended: 177 (98.88%)
Total Full Days Absent: 2 (1.12%)
Inrollment Dates: Aug 12, 2019 - ...

10 Days

Date	Daily	01	02	03	04	05	06
Sep 4, 2019	Present						EX
ABSENCES:		1	0	0	2	2	2
Unexcused Absences		1	0	0	2	2	2
Excused Absences		0	0	0	0	0	0
TOTAL ABSENCES		1	0	0	2	2	2
TARDIES:		0	0	0	0	0	0
Unexcused Tardies		0	0	0	0	0	0

Referrals

The Referrals Sub-menu allows users to view a list of referrals the student has received.

Total Days of Discipline: 11										
44 Out-of-School Suspension: 6 42 In-School Suspension: 5										
7 Records	Export	Filter: OFF	Toggle Columns	Page Size: 20						
Student	Student ID	Grade	Reporter	Incident Date	Submission Date	Processed	Incident	Incident ID	Context/When	Time Occurred
Daugherty, Cesaria	472169	07	Harris, Leona	01/23/2020	01/23/2020 2:02 pm	Processed		10028312	During School Hours [1]	10:01-10:30

To view referral details, click link on student name.

Forms Summary – displays Available and Completed Forms



myStudent Documentation

Navigating the Parent Portal

Available Forms

The district has made the following forms available for you to complete as needed to update information for **Cesaria Daugherty**. If you wish to submit a form for another student, please select the Form Summary for that student from the menu to the left.

- Application for Free and Reduced Lunch
- Annual Re-enrollment Secondary

Completed Forms

2 Records		Filter: OFF					
Student	Form	Completed Date	Processed Date	Approved	Denied	Pending	
Daugherty, Cesaria	Annual Re-enrollment Secondary	06/24/2020	06/24/2020	0	0	0	View Changes

Class Schedule

The Schedule Sub-menu displays the student's current schedule

7 Classes at Land O' Lakes High School - 0801 (HS)									
Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Sequence Override	Dropped
PRE-CALCULUS HON	Period 01 - 003 - John Michael Frump	1202340Z	003	MTWTHF	01-539	Full Year	Aug 12, 2019	-	-
ENGLISH COMP II	Period 02 - S2 - 902A1 - Ramona G Quave	ENC1102D	902A1	MTWTHF	01-409	Semester 2	Jan 7, 2020	-	-
ESCHOOL ON CAMPUS	Period 03 - 0303 - Tyler Montgomery Farr	ZZESCMPZ	0303	MTWTHF	01-537	Full Year	Aug 12, 2019	-	-
CHEM 1 HON	Period 04 - 004 - Leticia A Mancini	2003350Z	004	MTWTHF	01-108	Full Year	Aug 12, 2019	-	-
US HISTORY FROM 1877	Period 05 - 902H8 - 902H8 - Mark L Rowland	AMH2020D	902H8	MTWTHF	01-314	Semester 2	Jan 7, 2020	-	-
BUSINESS COOP ED OJT	Period 06 - 010 - Susan Carol Martin	82004106	010	MTWTHF	01-512	Full Year	Aug 12, 2019	-	-
ESE CONSULT-AS-NEEDED	Period 15 - 001 - Ayesha Imani Clisset	ZZASNCNZ	001	MTWTHF	01-503A	Full Year	Aug 12, 2019	-	-

Test History

The Test History Sub-menu displays a list of all imported tests the student has taken. It also displays the administration date, the school year, and grade level for each test.

25 Test Administrations											
Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
Language Assessment Scales (LAS)	Aug 26, 2016	2015-2016	10	-	-	-	-	No	-	-	-
IPY (IPT)	Aug 20, 2016	2015-2016	-	-	-	-	-	No	-	-	-
SAT Reasoning (SA3)	Aug 1, 2016	2015-2016	10	-	-	-	-	Yes	61	-	-
Local Assessment (LC2)	Nov 10, 2015	2015-2016	-	-	-	-	-	No	-	-	-
Local Assessment (LC2)	Oct 9, 2015	2015-2016	-	-	-	-	-	No	-	-	-
Duval Reads (DFRLA)	Nov 14, 2014	2014-2015	10	-	-	-	-	No	-	-	-

Attendance

The Attendance Sub-menu displays a chart with Daily or Period Attendance by Course within the Report Timeframe selected. May switch between Summary or Chart View.

Report Timeframe: 12/02/2019 - 12/20/2019 Daily Update

Student ID: 398169 Save

Attendance breakdown for Vigil, Anton (#398169) Summary Chart

Export Filter: OFF

Course	Absences	Att Periods	Sched Periods	Daily Att %	12/2	12/3	12/4	12/5	12/6	12/9	12/10	12/11	12/12
Daily Attendance	1	-	-	-	P	P	P	P	P	P	P	P	P
PRE-CALCULUS HON (1202340Z)	1	14	15	93.3	P	P	P	P	P	P	P	P	P
Period 01 - 003 - John Michael Frump	1	14	15	93.3	P	P	P	P	P	P	P	P	P
ENGLISH COMP I (ENC1101D)	1	14	15	93.3	P	P	P	P	P	P	P	P	P
Period 02 - S1 - 9001 - Ramona G Quave	1	14	15	93.3	P	P	P	P	P	P	P	P	P
ESCHOOL ON CAMPUS (ZZESCMPZ)	1	14	15	93.3	P	P	P	P	P	P	P	P	P
Period 03 - 0303 - Tyler Montgomery Farr	1	14	15	93.3	P	P	P	P	P	P	P	P	P
CHEM 1 HON (2003350Z)	1	14	15	93.3	P	P	P	P	P	P	P	P	P
Period 04 - 004 - Leticia A Mancini	1	14	15	93.3	P	P	P	P	P	P	P	P	P
US HISTORY TO 1877 (AMH2010D)	2	13	15	86.7	P	P	P	P	P	P	P	P	P
Period 05 - 9005 - 9005 - Mark L Rowland	2	13	15	86.7	P	P	P	P	P	P	P	P	P
BUSINESS COOP ED OJT (82004106)	2	13	15	86.7	P	P	P	P	P	P	P	P	P
Period 06 - 010 - Susan Carol Martin	0	0	0	nan	-	-	-	-	-	-	-	-	-
ESE CONSULT-AS-NEEDED (ZZASNCNZ)	0	0	0	nan	-	-	-	-	-	-	-	-	-
Period 15 - 001 - Ayesha Imani Clisset	0	0	0	nan	-	-	-	-	-	-	-	-	-
Total Present	82	out of 90	91.1%	6	6	6	6	6	6	6	6	6	6
Total Absent	8			0	0	0	0	0	0	0	0	0	0
Course	Absences	Att Periods	Sched Periods	Daily Att %	12/2	12/3	12/4	12/5	12/6	12/9	12/10	12/11	12/12

School Choice

The School Choice Sub-menu displays school choice selections.

Navigating the Parent Portal

Grades Tab - Accessing Assignments & Grades - (SECONDARY Students ONLY)

Parents can monitor their child's progress in school by selecting the Grades tab from the Student Record Card along with the appropriate Marking Period. By selecting the Grade column for each course, it provides access to both assignments and grades that are entered by the teacher throughout the school year.

The **Assignments & Grades** menu lists all the classes, at the selected school, that your child is enrolled in.

PRE-CALCULUS HON - Period 01 - 003 - John Michael Frump (91% A)

	Homework/Discussion	Quiz	Test	Weighted Grade
Percent of Grade	15%	30%	55%	
Your Child's Score	98% A	97% A	85% B	91% A

Current grade in class: 91% A

15 Assignments

Assignment	Points	Grade	Comments	Assigned	Due	Category	Assignment Files	Date Last Modified	Student Files
Trig Test	28 / 31	90%		Dec 19, 2019 08:21 AM	Dec 19, 2019 09:21 AM	Test		December 19, 2019, 8:26 am	No Assignment Uploading
IXL Review M.*	5 / 5	100%		Dec 16, 2019 08:21 AM	Dec 19, 2019 09:21 AM	Homework/Discussion		December 19, 2019, 8:21 am	No Assignment Uploading
Inverse Trig WRKSHT	5 / 5	100%		Dec 12, 2019 07:28 AM	Dec 13, 2019 08:28 AM	Homework/Discussion		December 16, 2019, 7:54 am	No Assignment Uploading
HWP P. 280 7-19 odd, 59-62, 73-79 odd	4 / 5	80%		Dec 9, 2019 07:06 AM	Dec 10, 2019 08:06 AM	Homework/Discussion		December 10, 2019, 9:05 am	No Assignment Uploading
Quiz Unit Circle	19.5 / 20	98%		Dec 6, 2019 10:08 AM	Dec 6, 2019 02:00 PM	Quiz		December 10, 2019, 2:33 pm	No Assignment Uploading
IXL M.1 and M.4	5 / 5	100%		Dec 3, 2019 10:08 AM	Dec 6, 2019 11:08 AM	Homework/Discussion		December 6, 2019, 10:08 am	No Assignment Uploading
Logs and Exp. Test	18 / 23	78%		Nov 20, 2019 07:41 AM	Nov 20, 2019 08:41 AM	Test		December 20, 2019, 8:37 am	No Assignment Uploading

Once the user selects a class, a detailed view of your child's performance appears. From this screen, the parent can see a detailed breakdown of the classroom assignments. Listed at the top of the screen is a breakdown of the classroom assignment categories and their percentage towards final grade. Under the Percent of Grade, your child's score in each category is listed. The assignments section lists all of the tests, classwork, homework, projects etc. for the class. Each assignment grade, possible points, grade percentage, teacher comments, assigned date, due date, category, related files are viewable and date of last modification.

Viewing Marking Period Final Grades (ELEMENTARY and SECONDARY Students)

At the end of a marking period, parents can log in to see final grades. A download to view Progress Reports and Report Cards will be available under the Reports tab on the student card. Once the marking period is over, parents will notice the course grades will reset to "Not Graded" at the beginning of a marking period.

FREQUENTLY ASKED QUESTIONS:

- **WHO SHOULD USE myStudent Parent Portal?**



myStudent Documentation

Navigating the Parent Portal

myStudent Parent Portal is available to all parents or guardians of Pasco County School District for students PK-12.

- **HOW DO I CREATE AN ACCOUNT?**

Please contact your student's school to receive log-in information or visit the Pasco County Schools Website (pasco.k12.fl.us) and select the Parents link in the blue ribbon. Select the Check Grades/Attendance option to the left. Select Click Here to register. If you have students in multiple grade levels or schools, you need to contact each school to access the student's Parent PIN number.

- **WHAT HAPPENS WHEN MY CHILD MOVES TO ANOTHER SCHOOL?**

myStudent Parent Portal accounts roll over from year to year, so when your child moves from middle to high school, you do not have to create a new account. Also, if your student moves to another school within Pasco County, your account will be updated with the new school information once the enrollment is complete.

- **WHAT IF I CAN'T REMEMBER MY PASSWORD?**

If you have forgotten your username or password, please select Forgot Password? from the parent login screen. You will be emailed with a replacement password that you can use to login, then reset the password to a selection of your choice after re-entry.

- **HAVING PROBLEMS?**

If you are experiencing problems with logging in or navigating the site, please contact Tech Help at 813-794-2859 or select Need Help? From the parent login screen. If you have questions about your student's information, such as grades, attendance, discipline, or addresses and contacts, please contact your student's school.