

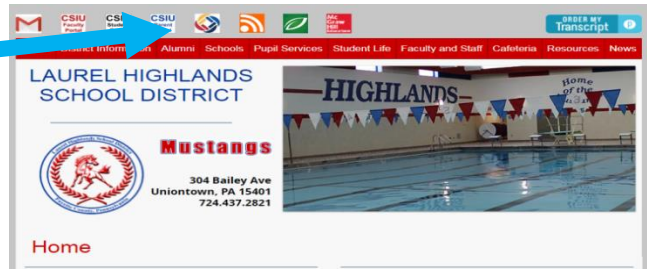
LAUREL HIGHLANDS SCHOOL DISTRICT PARENT PORTAL

Parents with children in 1st through 12th grade are able to monitor their children's attendance and grades by logging into their Parent Portal account. Follow the directions below.

Access the district website at www.lhspd.org
Click on **CSIU Parent Portal**.

You will see that students also have a link so that they can monitor their data as well.

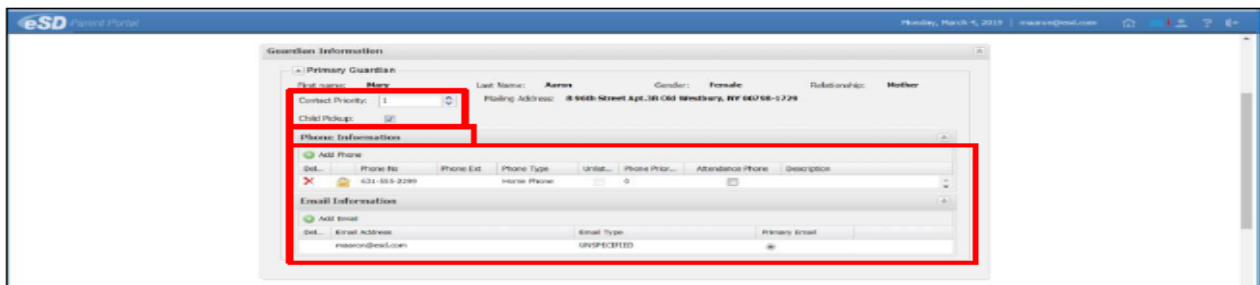
You should have received a username and password already. If you do not, please email Tricia Bowlen at tricia.bowlen@lhspd.org



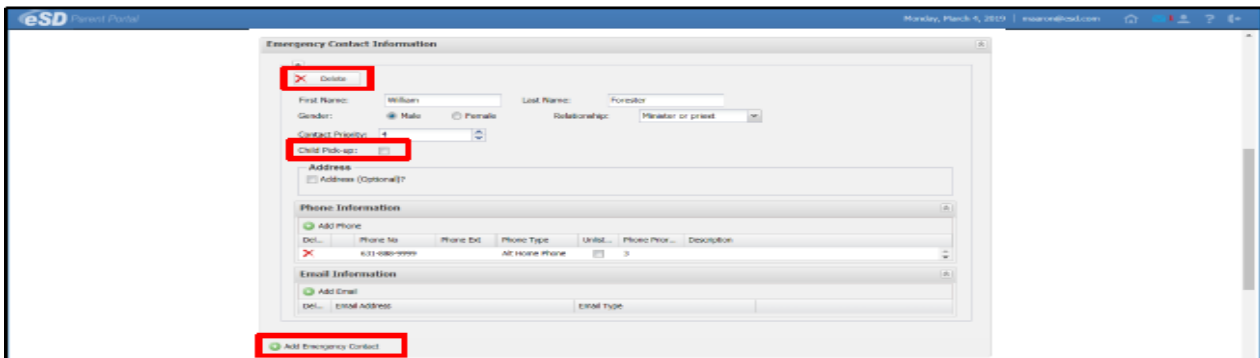
After you have entered your username and password, you will need to accept the terms and conditions of the parent portal.



Next verify the Emergency Contact information that comes up. The first time you login for the year, you will be required to verify the information listed. Please scroll all the way to the bottom of the page and hit verify.




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



Click the Student ID to open portal.

My Student						
ID	First Name	Middle Name	Last Name	Grade	School	
<u>18000</u>	John	Lee	Doe	4		

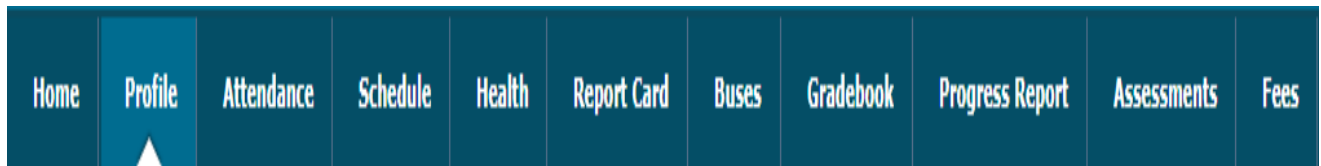


Once you open the portal, you will have access to various tabs across the top:

HOME, PROFILE, ATTENDANCE, IMMUNIZATION, REPORT CARD, BUSES, GRADEBOOK, PROGRESS REPORTS, REPORT CARDS, ASSESSMENTS, & FEES.

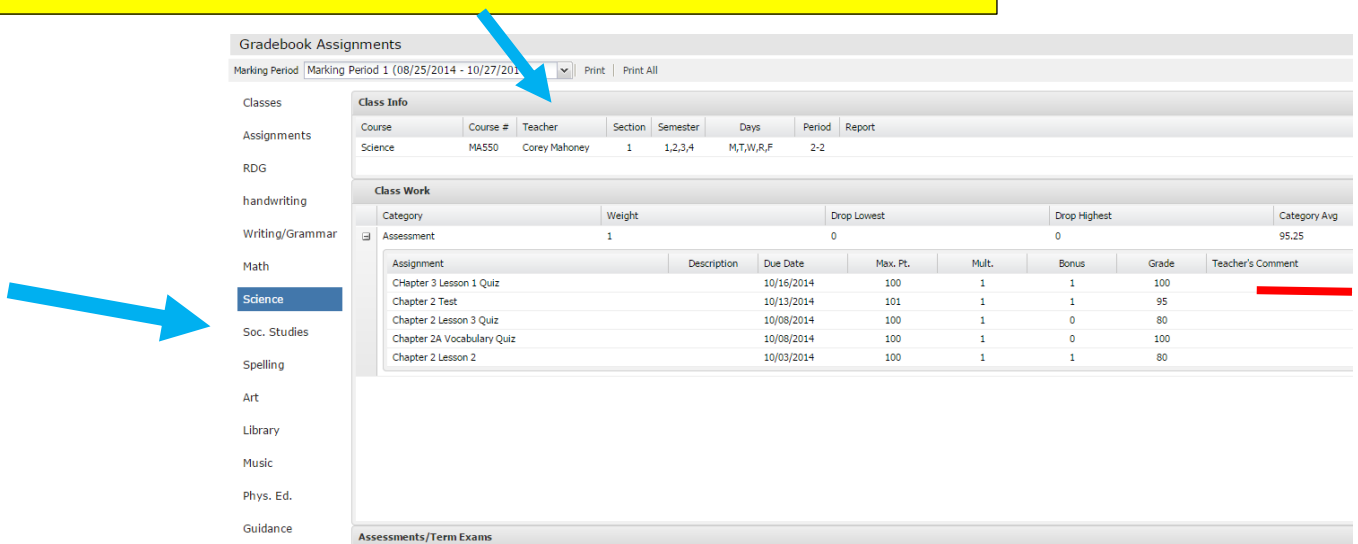
Example: To view Attendance on your child, Click Attendance on the tab bar at the top of the page.

Click on the tab that you want to access



When accessing the grade book tab: Be sure to Click the Drop-Down Arrow for the desired Marking Period (Marking Period 1 = 1st nine weeks)

Click on each of the Student's **Classes** to view Graded Class Assignments



Gradebook Assignments

Marking Period: Marking Period 1 (08/25/2014 - 10/27/2014) | Print | Print All

Class Info							
Course	Course #	Teacher	Section	Semester	Days	Period	Report
Science	MA550	Corey Mahoney	1	1,2,3,4	M,T,W,R,F	2-2	

Class Work							
Category	Weight	Drop Lowest	Drop Highest	Category Avg			
Assessment	1	0	0	95.25			

Assignment	Description	Due Date	Max. Pt.	Mult.	Bonus	Grade	Teacher's Comment
Chapter 3 Lesson 1 Quiz		10/16/2014	100	1	1	100	
Chapter 2 Test		10/13/2014	101	1	1	95	
Chapter 2 Lesson 3 Quiz		10/08/2014	100	1	0	80	
Chapter 2A Vocabulary Quiz		10/08/2014	100	1	0	100	
Chapter 2 Lesson 2		10/03/2014	100	1	1	80	

Assessments/Term Exams