

Parent Portal

Documentation on how parents set up and use of Parent Portal.

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Section 1 – Creating an account for the first time:

- Go to <https://parent.mypolkschools.net/>
- Click on “Sign up for a parent portal account” and fill in the needed information.
- You will be sent an email with your username. You create your own password.

Welcome

New Student Pre-Registration

1. [Sign up for a Parent Portal account.](#) You will be emailed to you after sign up is complete.
2. Once logged in, click the link to "pre-register a new student".
3. Follow the on-screen instructions for the pre-registration process.

Note: Once complete, you'll need to visit the school to finalize the new student's registration.

[Parent of a current student?](#)

Log In

Username:

Password:

Log In

[Forgot My Username](#) | [Forgot My Password](#)

New to our Parent Portal?

Do not use student names in the fields below. This form is to create an account for you, the parent, so use your own details to create this account. You will have an opportunity to attach your students to your account later.

First Name:

Last Name:

My email address is:

Enter a new password:

Your password must be at least 8 characters and contain the following: a number, a capital letter, and a lowercase letter.

Type it again:

Create Account | [Log In To My Account](#)

Section 2 – Attaching a student:

- Once logged into the Parent Portal, click on “Attach an Enrolled Student”
- You will need the student ID number and PIN, available from the Main Office.
- After this, you do not need the PIN ever again.

Your Students

To view reports, select a student from either list.

Student ID	Name	School

[Pre-Register a New Student](#) | [Attach an Enrolled Student](#)

Attach an Enrolled Student

Pre-Registration

Opportunity

Scholarship

IB Application

Account Settings

Help

Attach an Enrolled Polk County Student to my account

Student ID:

PIN:

Cancel | **Attach Student**

Section 3 – Checking student info/grades/etc:

- If you have multiple children, select one under “Your Students”
- Then click on the side bar options to check discipline, lunch money, etc.
- For GRADES click “Pinnacle PIV”

The screenshot shows the 'Your Students' page. On the left is a sidebar with navigation options: Home, Attendance, Class Schedule, Course History, Discipline, Graduation Progress, Immunization, Library, Bus Information, Lunch Account, MyPolkApps by Google, and Pinnacle PIV. A red arrow points to 'Student 1' in the top-left selection area. Another red arrow points to the 'Discipline' option in the sidebar. A large red box with white text says 'Select any option to check on a status: discipline, lunch money, etc.' with an arrow pointing to the sidebar. A third red arrow points to 'Pinnacle PIV' in the sidebar, with a red box containing the word 'Grades' next to it. The main content area shows a table of students and links for 'Pre-Register a New Student' and 'Attach an Enrolled Student'.

Student ID	Name	School	R
5300556843	Student 1	George W. Jenkins Senior High	F
5300617842	Student 2	Lakeland Highlands Middle	F

[Pre-Register a New Student](#) | [Attach an Enrolled Student](#)

Section 4 – Pinnacle PIV (grades):

- Clicking on “Pinnacle PIV” will open a new window (see below).
- Multiple children? Select them from the DROP DOWN ARROW.
- Then click on the options below (Attendance/Grade Summary, etc.)
- Near the bottom, you can sign up for EMAIL SUBSCRIPTIONS: you will be notified if a class drops below a certain grade/average.

parent username

Student: **Drop Down Arrow for multiple children**

Student 1
Student 2 **Select name**

Upcoming Assignments

Student 2
Grade Level: 7

Due Date
No Overdue Assignments

Due Date
No Assignments Due Today

Due Date
No Future Assignments Due

SUMMARY

Attendance Summary
Grade Summary
Schedule Summary
Upcoming Assignments

CLASS REPORTS

OPTIONS

Profile
Email Subscriptions
Learning Plan

EMAIL SUBSCRIPTIONS:

- Check mark what you are interested in. Click SAVE.

Choose Subscriptions Home Work Other

Automatic Unexcused Absence Notice

Automatic Excused Absence Notice

Attendance Summary

Sun Mon Tues Wed Thurs Fri Sat

Grade Summary & Detail Report

Sun Mon Tues Wed Thurs Fri Sat

Student Assignments

Sun Mon Tues Wed Thurs Fri Sat

***Check mark selections and click SAVE**

Choose Classes Home Work Other

M/J INTENS READ (MC)(1) A / 95

M/J INTENS READ (MC)(2) A / 95

M/J LANG ARTS 2(3) A / 95

M/J GRADE 7 MATH(4) A / 95

M/J COMPRE SCI 2(5) A / 95

M/J BAND 2(6) A / 95

M/J CIVICS & CAR PL(7) A / 95 **Select grade/average**

Save

Section 5 – Other Frequently Asked Questions

- Can I update home address information?
 - No, this must be done in the main office with two proofs of residency.
- Can I add other adults to the contact list?
 - Yes, the parent designated as the ENROLLING PARENT can make changes.
- ENROLLING PARENT issues:
 - Only one parent can have this, regardless of living/custody arrangements.
 - Any changes to the enrolling parent must be done on campus. Documentation may be needed to make changes.
- Obtaining a PIN number (for Attaching a Student):
 - The unique, one-time-use PIN must be obtained at the school the student is enrolled.
 - LHMS cannot look up a PIN if you have a child at another school.