

PARENT PORTAL

Mexico School District 59

Parent Portal, an on-line resource offers a feature for parents to be able to view and keep up with their student's attendance, grades, discipline, building announcements and lunch account balances.

In order to access the Parent Portal, the school district must have your email address and have it loaded into our student data base.

You will access your student(s)'s record by entering the school district website, mexicoschools.net and clicking on Parent/Student Portal on the home page.

New parents only have to fill out form, returning families only need to notify if email address has changed.

If you wish to participate using the Parent/Student Portal please fill out the enclosed form and return to your school office. A family only needs to fill out **one form**, making sure all of your students are listed on it. It can be turned in at any of the district's buildings. Please remember this information is manually entered and it will take us some time as this all begins.

Once you've completed the form, turned it into the office, and your email addresses are entered, a user ID and password will be sent to you via email by the Parent/Student Portal. Each time you log onto the Parent/Student Portal you will need this information so please keep it where you know where it is located. We cannot issue any passwords via phone calls and passwords will not be given to students.

Information on Parent/Student Portal will run one day behind the current date. For example, if a parent sends in \$10 on January 25 to be applied to student's lunch balance, that credit will not show on Parent/Student Portal until January 26. The same applies to attendance and discipline records.

We hope the Parent/Student Portal will be a valuable communication tool for all of our parents. If you have questions, please contact your student's building office and we will assist you.

Parent/Student Portal Agreement

Please fill out this form and return it to one of the district's school buildings.

Please include all names of your students in grades K-12 you would like Parent/Portal access to.

STUDENT NAME	STUDENT GRADE

Please write in the email address that you would like used for student information.

Home E-Mail _____
Work E-Mail _____

I understand that it is my responsibility to protect my Parent/Student Portal password. I should not share my password with my children. I understand that the Parent/Student Portal system may not be available 24 hours a day due to maintenance on the computer network, weather related interruptions, etc.

Parent Signature

Printed Name

DATE

Please return this form to one of the district's school buildings.