

Guide to Parent Portal

I. Parent/Student Personal Information

- Click on down arrow to right of name in upper right

Two options are available:

- Change Password
- Profile Information: This is where you can view what contact information the school has on file for you and your child(ren). Information includes:

- name
- mailing address
- phone numbers (home and mobile)
- email address

Please contact the school office if information is incorrect or changes.

II. How to Access Progress Reports and Report Cards

- On Home page, click on "Modules"
- Click on "Grades & Attendance"

You will see a box in the middle of the page with your child(ren) listed.

- Click on the .pdf symbol to the right of the child's name to download the report.

III. The HOME Page

- "School Year" – You can go back and look at information for previous years.
- "Attendance Report" – Enter a date range, then click on "Generate Report" for a view of your child's attendance record.
- "Preferences" – You can receive an email notice if your child receives a grade in any of their classes below a particular number.
 - Click on the "Gear"
 - Click on "Yes" for notification
 - Enter the grade below which you want to receive notification.
 - Click on "Update".

- “Grades” – Click on “View Details” for a list of assignments and the grade your child received for each.
- “Attendance” – Shows about two weeks’ worth of attendance.

IV. School Files

There are documents that parents and students have to access on an occasional basis such as forms, calendars, etc. These can be found in the **Communications** module.

- On Home page, click on “Modules”
- Click on “Communications”
- Click on “School Files” where the following files can be found:
 - 2020-2021 Academic Calendar
 - 2021-2022 Academic Calendar
 - Chapel Day Schedule
 - One-Hour Delay Schedule
 - Two-Hour Delay Schedule
 - Supply Lists

V. Accessing Transcripts

Student transcripts are updated after each semester and can be accessed through MSP as follows:

- On upper right side of home page, click on the **down arrow** next to your name.
- Click on “My Profile Information”
- Click on the “cloud” next to the word “Transcript”. A .pdf of your transcript will download. (Note: This option does not work on all phone devices.)

