

Student 360 – Parent Portal Navigation

Enhance your connection between your children and their education.

To begin using the Parent Portal, simply follow these steps:

1. Fill out the [Parent Portal Registration form](#) and return it to the school. bit.ly/HazelwoodParentPortal
2. Your password will be emailed to the address you provided on the registration form. In this email, you will be given your own unique username and password. At this time you will be able to view schedules, attendance, discipline, course schedule, and course requests. To access the portal:
3. Go to the Hazelwood School District Website, <http://www.hazelwoodschoo.org/>
4. Click Students/Parents on the navigation bar.
5. Click Parent Portal.
6. Click SIS Parent Portal Access.
7. Click on the **“Parents”** tab. Enter your unique username and password, and then click **“Logon”**.
You must be on the Parents tab in order for your login to work.

Tyler SIS
Train

Hazelwood School District
High Expectations For All!

Hazelwood School District

Staff **Parent** Student

User Name:

Password:

[Forgot your parent password?](#) Login

Did You Know...?
When logging on as a parent be sure to

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If you have problems or questions about accessing the site, please contact the school where your child is enrolled or the HSD Helpdesk (314.953.5199).

Once you have successfully logged on, use the “student button” from the menu bar at the top to select the child that you would like to view. Then you can click on any of the blocks to review information for that area (for example: grades or course schedules)

The screenshot shows the Tyler SIS parent portal interface. At the top is a dark blue navigation bar with icons for Back, Home, Menu, Student, Tyler SIS logo, Year, John Test-Family, Print, and Help. Below the navigation bar, the user's name "Frank Test-Family" and school "Grade 05 - Barrington Elementary School" are displayed on the left, and "Student Summary" with the academic year "Academic Year - Aug 15, 2017 - Jun 5, 2018" is on the right. The main area contains a grid of tiles: Academic History, Attendance, Course Schedule, Discipline, Grades, Notification Preferences, Announcements, Calendar (showing Friday, February 23 and Saturday, February 24), Documents, Fees & Billing, Send Email, and Student Details. At the bottom, there is a "Select Tiles" section with a grid icon and a note: "Choose which tiles are displayed on this page by using Select Tiles icon."

NOTE:

- If your email address changes, be sure to contact the school and let them know so your contact info can be updated.
- As part of the security procedures, the **ONLY** way to receive your password is by email. The school office cannot give it to you because they do not have access to your password.

If you forget your password, click the link for *Forgot your parent password?* Enter your email address, and your password will be emailed to you.

The parent portal can be used with the recent versions of modern browsers

- PC with IE 9-11, Firefox, Chrome, or Edge with Windows 10.
- On Windows XP, use Firefox or Chrome.
- Mac with Safari, Firefox, or Chrome
- Android tablets with Chrome
- iOS with Safari

For PC and Mac, the screen resolution must be set to at least 800x600.

Once inside the Portal, you will have access to several different areas of information for each child you have enrolled in the district. Each of these areas is explained below. **(Some areas and options may not be available for the Hazelwood School district.)**

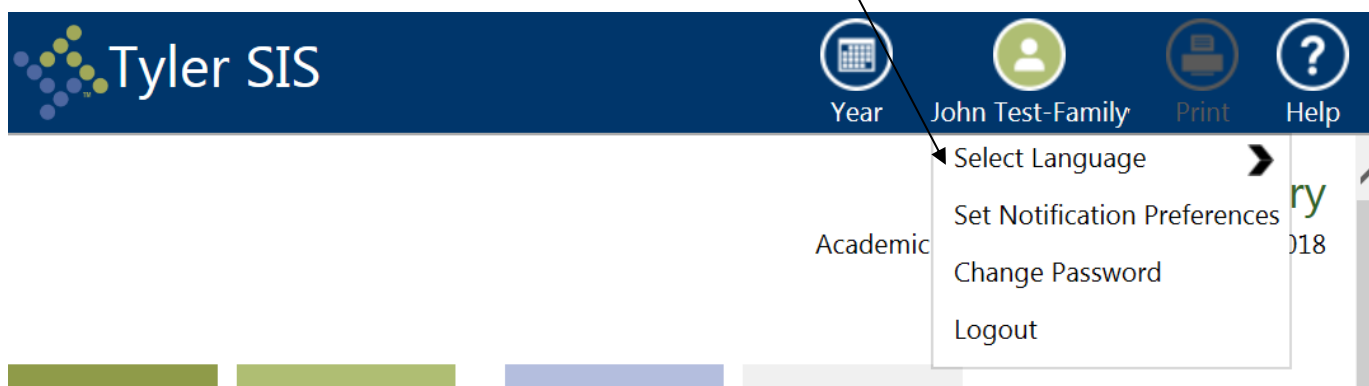
If you have more than one child enrolled, select which child's information you wish to view by selecting from the Student button at the top of the page.



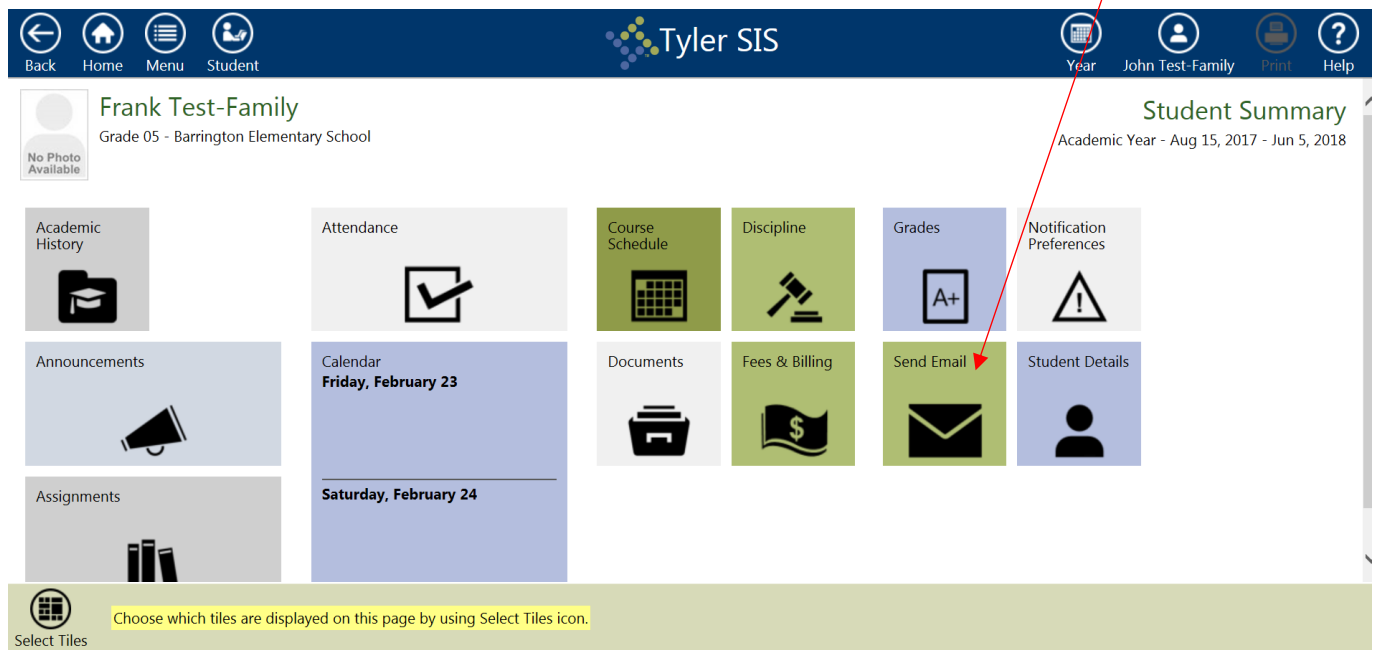
Normally you will want to view information for the current school year, but if you have a need to view information from a previous school year, use the Year button on the right side of the top menu.



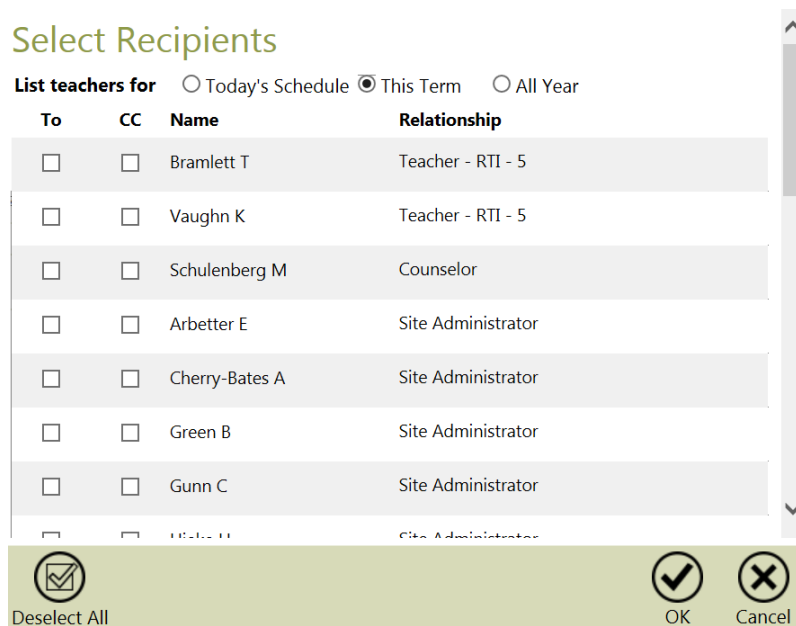
If preferred, the Portal can be displayed in Spanish. Use the Select Language option under the User button to select Español. This will translate the fixed text in tabs, buttons, and column headings. Note: Data entered by teachers and administrators will not be translated.



If you wish to email one of your student’s teachers or building staff member, click on the Email button from the main section of the home page.



This will bring up the email screen and the select recipients pop-up box (below). You can simply check the box under the TO column for the recipients of your choice. You may also choose to CC a staff member or another member of your household (if their email is on file in our system). Click OK when finished choosing recipients, then simply type your message in the email screen.



Home Tab

Course Schedule

By selecting the “course schedule” button, a screen displaying your student’s schedule will appear. You can choose to see their schedule for today, this semester, or for the entire year by using the drop-down View menu.

The screenshot shows the Tyler SIS interface for a student named Frank Test-Family at Barrington Elementary School. The top navigation bar includes icons for Back, Home, Menu, Student, Year, John Test-Family, Print, and Help. The page title is "Course Schedule" for the academic year Aug 15, 2017 - Jun 5, 2018. A "View:" dropdown menu is set to "Today's Schedule". Below this is a table with columns: More, Meets, Term, Course Name, Teacher, and Room.

More	▲Meets	Term	Course Name	Teacher	Room
+	P6	Year	RTI - 5	Vaughn K	
+	P6	Year	RTI - 5	Bramlett T	

Parents can view the attendance, assignments, and grades by clicking the + button next to a course. .

Calendar

The Calendar displays the student’s course schedule along with assignments, absences, and discipline records. Clicking any of the cells will take you to the appropriate screen to see more detail on that item.

Announcements

Any current announcements from the district are displayed on this page. Use the calendar to change the date and view previous announcements.

Homework

By selecting the Assignments button, parents can view all homework and assignments for all classes. Simply select the course and term from the drop down menus.

The screenshot shows the Tyler SIS interface for a student named Frank Test-Family at Barrington Elementary School. The top navigation bar includes icons for Back, Home, Menu, Student, Year, John Test-Family, Print, and Help. The page title is "Assignments" for the academic year Aug 15, 2017 - Jun 5, 2018. There are two tabs: "By Course" (selected) and "Upcoming/Missing". Below the tabs are two dropdown menus for "View:" and "Term:", both currently set to "(Select)".

Grades

More	▲Meets	Course Name	Teacher	T1	T2	X1	S1	T3	T4	X2
+	P1	GEOMETRY	Mathman J	F	F	<u>B+</u>	<u>D-</u>			
+	P2	ENGLISH III	Sandiford J	F	C+		<u>D</u>			
-	P3	GOVERNMENTAL STUDIES	Holiman M	A	C+		<u>B</u>			
		Course-Section	H2001-02	Assignments	Attendance	Email Teacher				
		Credits Attempted/Earned	0.5/0.5							
+	P4 Lunch	IND/TEAM SPORTS	Dingler K				F			
+	P4 Lunch	ENGLISH II	Ghent C							
+	P4 Lunch	IND/TEAM SPORTS	Dingler K				F			
+	P4 Lunch	ENGLISH II	Ghent C							

Student grades display on the Grades screen. This screen combines gradebook grades with posted end-of-term grades to give a complete overview of the student’s grades.

The Grades screen has two views: Traditional, where regular letter grades display, and Standard-Based, which shows student marks for curriculum standards. Click the title of each to switch between them.

Update Household Data

Actions	Form
Edit	Household Parents
Edit	Household Addresses
Edit	Student Information
Edit	Non-resident Parents
Edit	Emergency Contacts

Rather than call or physically go to the school to update information about your household, you can submit updated information via the Update Household Data screen. These submissions still have to be approved by the district, so they may not take effect immediately.

To update information about your household, click the Edit link for the desired form:

- **Household Parents** – parents who live in the household and their relationships to each student.
- **Household Addresses** – the address information for the students’ household parents
- **Student Information** – the students’ names, birthdates, ethnicity and race information, and other student-specific data
- **Nonresident Parents** – parents who are associated with one or more students in the household and live elsewhere. Edit address and contact data and choose which student(s) with whom a non-resident parent is associated.
- **Emergency Contacts** – set and add emergency contacts for each student. Edit contact data including phone number, calling order (priority), and relationship.

Update Household Data
Academic Year - 2015-16

Household Parents = Changed

More First Name *	Middle Name	Last Name *	Relationship *
Joe	Ronald	Barker	Father
Phone - Work (888) 555-1212		Email Address joe@barker.com	
Phone - Cell (555) 314-6541		Email Address - Work ChrisBuentello@WellsFargoCapitalVII.cc	
Marital Status Married		Employer Wells Fargo Capital VII	
+ Renee	A	Barker	Step Mother

As you work, the data that you changed will be highlighted in orange. Click the Save button on the Tool Bar to save your changes. To revert the changes that you've made on a form, click the Start Over button. Click the Return to List button to go back to the list of editable forms.

Logging Out

When you are finished viewing the parent portal, log out by going to your user button in the upper right corner and choosing Logout.

The screenshot shows the Tyler SIS header bar with the following elements from left to right: the Tyler SIS logo, a 'Year' button with a calendar icon, a user profile button labeled 'John Test-Family', a 'Print' button with a printer icon, and a 'Help' button with a question mark icon. A dropdown menu is open from the user profile button, containing the following options: 'Select Language', 'Set Notification Preferences', 'Change Password', and 'Logout'. Red arrows point from the text above to the user profile button and the 'Logout' option in the menu.