# Tyler SIS Parent Portal

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.

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 our Website, http://hsdportal.hazelwood.k12.mo.us/

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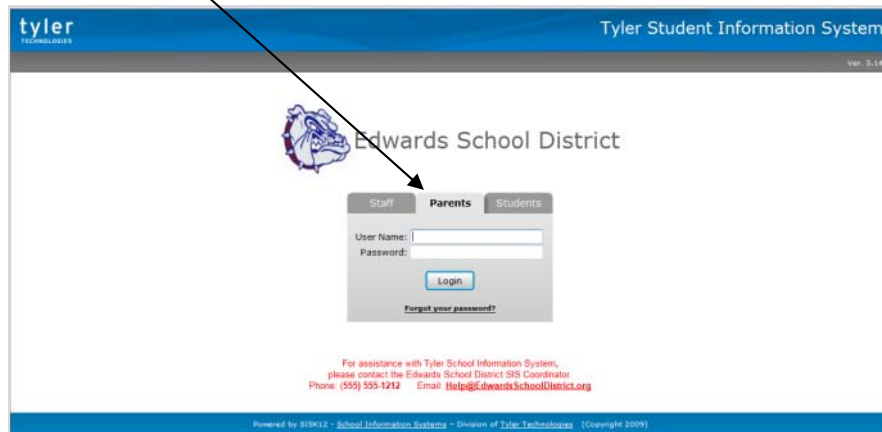
> **If you have problems or questions about accessing the site, please contact the school where your child is enrolled or the HSD Helpdesk (314.953.5199).**

Once you have successfully logged on, use the menu bar at the top to select your child and the area that you would like to view.

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 *Forgot your password?* link, 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 dropdown list at the top of the page.
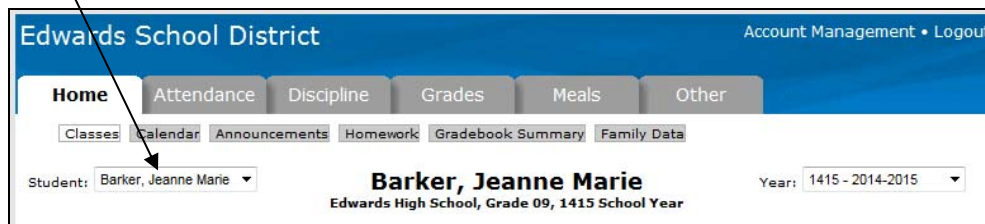
Normally you will want to view information for the current school year, but if you have a need to view information from a previous school year, use the Year dropdown list.
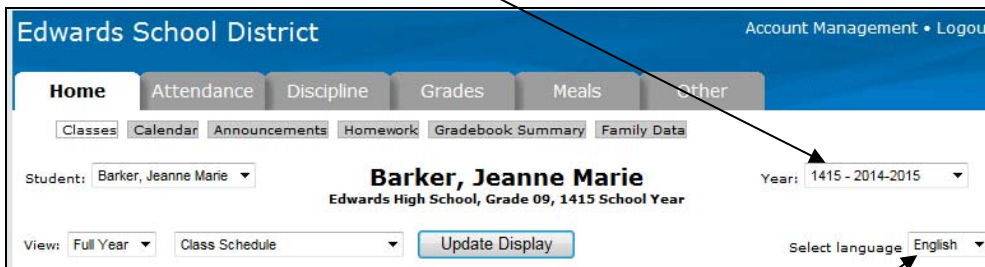
If preferred, the Portal can be displayed in Spanish. Use the Select Language dropdown to select Español. This will translate the fixed text in tabs, buttons, and column headings. Note: Data entered by teachers and administrators will not be translated.

On any of the pages, if a teacher's name is underlined, it means an email address is available for that teacher. Clicking the name will let you send an email to them.

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Home Tab

Classes

The drop-downs on this page can be used to select a specific semester, term, or the full year as well as to change between the student's class schedule, class change history, 4-year course plan, and class pre-registration requests.

From the class schedule, access the Homework and Gradebook for each class by clicking the appropriate link.

Homework

Homework for the selected class displays on this page for a set period of time, determined by the teacher.

Gradebook

This screen shows all entries from the gradebook (including all assignments and scores that have been entered by the teacher.) Use the drop-down lists to change the order of the grades or to select a specific term. Click the Update Display button to re-display the page based on your selections.

Class Pre-registration Requests

Select *Class Pre-registration Requests* from the drop-down.
NOTE: You will need to change to the next school year in order to use this feature.

For schools which allow class requests (usually high schools) the Edit Requests button will be available.

Clicking it will display the screen which allows Course Requests to be entered and submitted.
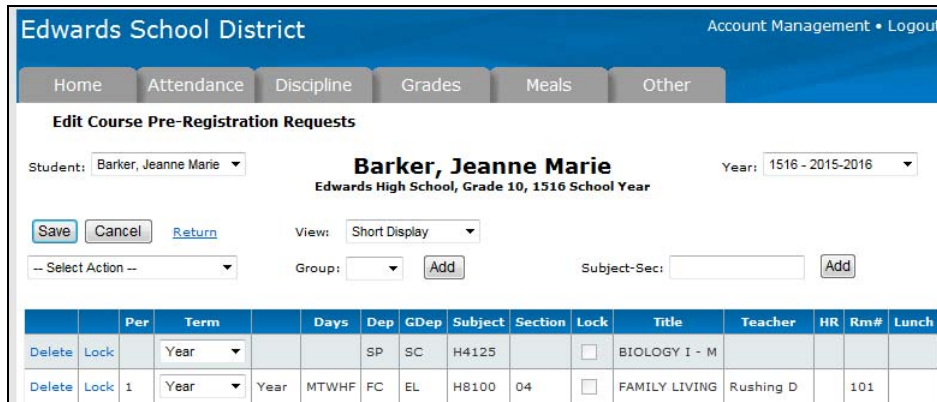
Note: Dep = Department – Used for curriculum and internal reporting.

GDep = Graduation Department – Used for graduation requirements.

Grd = Graded Class – Usually checked, but for classes like Study Hall it would not be.

Atd = Attendance Taken – Usually checked for upper grades, but for elementary grades, attendance is often only taken at the beginning of the day or once in the morning and once in the afternoon, so for some classes this box would be unchecked.

Calendar

The calendar allows for the viewing of homework assignments, absences and tardies, and discipline incidents for your students. Check the All Students box to see the data for all students or leave it unchecked and switch between students by using the Change Students link in the upper left corner. Holding the mouse over the icons on the calendar will display details for that item. NOTE: The default selections for what to display on the calendar can be set on the Account Management page.
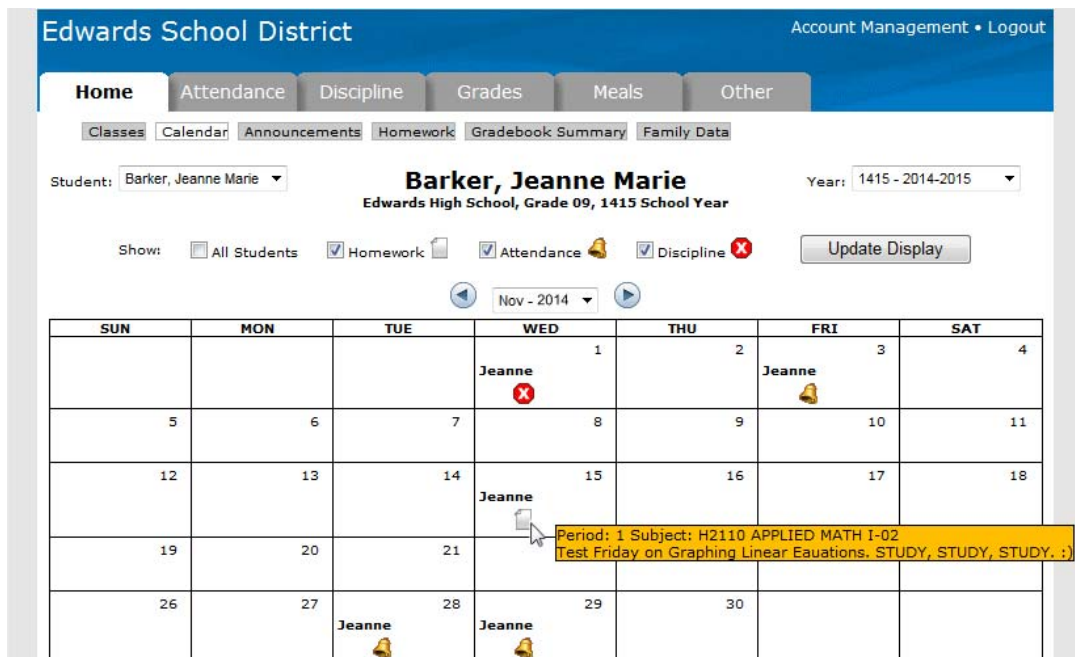
Announcements

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

Homework

View the homework assignments for all classes.

Gradebook Summary

This page shows a calculated grade in each class based on all of the assignments, tests, etc. which have been entered by the teacher. The percentages and grades on this page will change each time new scores are entered into the gradebook.

Family Data

This screen shows the contact information the district has for your family. If you notice anything which is incorrect, click the Edit button (if available). NOTE: If Online Registration is currently turned on (the button will be visible) the edit button will be disabled. Enter your changes on the Online Registration screen.

The screen that appears lists the current value of each field and allows you to enter the changes that need to be made. Once you have entered all of the changes, click the *Submit Changes…* button to send the changes to the district for approval. If you are not ready to send the changes to the district, but want to save what has been entered so you can come back later and finish, click the *Save Changes…* button.

Online Registration is not available for the Hazelwood School District.

Attendance Tab

Attendance

This area displays all dates with attendance markings in the selected school year as well as the student's attendance percentage.

Special Additional Attendance

If the district tracks and reports attendance that occurs outside the normal school day, it will be displayed on this page.

Attendance Steps

Districts have the ability to designate a point value for each absence (e.g. excused absences might count as five points, excused absences count as one point, etc.) These points are then totaled and letters are mailed to the parents of students who have more than a certain number of points. Contact the district for details about their Attendance Step policy.

Discipline Tab

If the student has had any discipline incidents, they will be displayed on this page.

Grades Tab

Letter Grades

All grades for the year for the student are displayed on this page. These are the final grades received for each period. These grades do not appear until the final grade has been assigned for the specified period.

Click the *Show Progress Grades* button to view the grades that show on a mid-term progress report. Once posted, they do not change, just like Regular Grades. These grades are not usually used for calculating GPAs or awarding graduation credit.

Objective Marks

For grades or classes that use objective marks rather than letter grades, use this screen to view the data.

Credits and GPA

This page shows cumulative-to-date totals of graduation credits and GPAs for different timeframes. *This Year Term-X* shows the term (usually quarter) grade point average for the student. *This Year Semester-X* shows the semester GPA. *Sem Year to Date* is the GPA for the current school year and does not take previous years into account. *Acum Sem thru This Year* is the student's cumulative GPA for their entire high school career.

	Credits	Atmpd Cr.	# Hnrs	GPoints	GPA
This Year Term-1	1.5	1.75	0	3.918	2.2386
This Year Term-2	1.5	1.75	0	4.083	2.3329
This Year Semester-1	3.5	3.5	0	8.495	2.4271
This Year Term-3	1.5	1.5	0	4	2.6667
This Year Term-4	0	0	0	0	0.0000
This Year Semester-2	0	0	0	0	0.0000
Sem Year to Date	3.5	3.5	0	8.495	2.4271
Acum Sem thru This Year	4.5	4.5	0	11.33	2.5178

High School Transcript

For high school students, this screen shows all of the classes the student has taken during their entire high school career. The credits listed in the Credits column count toward graduation. S1 indicated Semester 1 (usually the Fall of the school year) and S2 indicates Semester 2 (usually the Spring semester.)

Year	School	Subject	Title	Credit	Source	S1	S2
1415	ZZHS	H1116-01	English Modified	0.500	Enrolled	C+	
1415	ZZHS	H2001	BASIC MATH	1.000	Home Schooled Student	B-	B
1415	ZZHS	H2002-01	Mathematics Modified	0.500	Enrolled	D	
1415	ZZHS	H2110-02	APPLIED MATH I	0.000	Enrolled		
1415	ZZHS	H3100-01	AMERICAN HISTORY	0.500	Enrolled	B+	
1415	ZZHS	H4110-01	PHYSICAL SCIENCE	0.500	Enrolled	C	
1415	ZZHS	H5130-01	9TH HEALTH GIRLS	0.000	Enrolled		
1415	ZZHS	H5140-01	9TH PE GIRLS	0.500	Enrolled	A	
1415	ZZHS	H7010-01	Study Skills Modified	0.000	Enrolled		
1415	ZZHS	H7105-02	KEYBOARDING	0.500	Enrolled	C	
1415	ZZHS	H7150-01	BUSINESS ECONOMICS	0.500	Enrolled	C+	

Meals Tab (This is not available for the Hazelwood School District.)

Charges and Deposits

Use this page to view the student's lunch account history. Click Detail to view more information about a date including what the student purchased, whether it was charged or a cash purchase, as well as amounts and check numbers.

Monthly Menu

This page displays the lunch choices for the current month.

Online Payment

Use this page to deposit money into the meal accounts and, optionally, other assorted fees (registration, library fines, yearbook, etc. if your district uses them) for each of your students.   Use the radio buttons to select which accounts to display: all, only meal accounts, or only fee accounts. Enter the amount to be deposited into each account, then click the Proceed to Validation Step button.

A confirmation screen will be displayed from which you can Proceed to PayPal to complete the transaction. NOTE: A PayPal account is not required to use this feature, as you can make one-time payments on the PayPal website with a credit card. After several transactions, PayPal will require you to create an account, and PayPal accounts can be used to pay with your bank account or keep funds on the PayPal account to make instant payments.

Click Go Back to Previous Screen to make changes, or click Proceed to PayPal to enter your PayPal login information and complete the payment with your funding source of choice.

Other Tab

Awards

Any awards the student has received are shown here.

Activities

This page displays all school activities with which the student is involved.

Medical

Use the drop-down list to select the type of entries to view.

Fines & Fees

Any fines or fees currently owed by the student will be displayed on this page. The Online Payments option for student meal accounts and other fee payments is also available on this screen by clicking the Make Online Payment button, if your district is making use of online payments.

Assessments
View the scores for each standardized test this student has taken.

Transportation
See the transportation accommodations and routing info for this student.

Account Management

The Preferences section allows you to set the default items you wish to show on the Calendar page. Checking All Students will make the calendar show all of your students, regardless of which student is currently selected for viewing.

If you want to alter your password, you can do so in the Change Password section.

If your district has the automated calling feature installed, you will automatically receive a call at your home phone number when attendance notifications are triggered. The district may also give you the option of selecting alternative or additional numbers to have called. Simply check the box next to each number at which you wish to receive the notification.

In addition, you may also choose to opt out of receiving email notifications regarding attendance, discipline incidents and daily gradebook scores by unchecking the appropriate boxes.

The Login History page shows a record of each time this username has been used to access the portal as well as the IP address being used at the time.