

PARENT REGISTRATION INSTRUCTIONS

Welcome to the AISD's Parent Self Serve (PSS) system. This new system will allow you to track your child's attendance and grades. To access PSS you must use either Internet Explorer or Mozilla Firefox as your web browser. Make sure they are current versions.

Parent Self Serve allows you to have a single login to see all of your children enrolled in the Arlington school district, including students at the elementary schools. It is no longer required to have separate IDs for each campus.

Obtaining access to Parent Self Serve is a two-step process:

1) Register as a New User

You can find a link to the PSS registration page on the AISD Parent page at <http://www.aisd.net/information/parents.aspx> or you can go directly to <https://is-teams.aisd.net/selfserve/parent>. You will need to allow pop-ups for this site to work correctly. Click on "please register" to register as a new user -



On the registration screen you will need to fill in these fields. Only submit this screen one time, even if you have more than one child in the district.

New User Registration	
Parent/Guardian Last Name *	<input type="text"/>
Parent/Guardian First Name *	<input type="text"/>
Student ID *	<input type="text"/>
Student Last Name *	<input type="text"/>
Student First Name *	<input type="text"/>
Zip code of Resides with Parent/Guardian home address *	<input type="text"/>
User ID: *	<input type="text"/>
Password: *	<input type="password"/>
Retype Password: *	<input type="password"/>
Security Question: *	<input type="text"/>
Security Answer: *	<input type="text"/>

Last Name and then First Name

You must know your child's district ID number to register. This is your child's lunch number or it can be found on Progress Reports, Report Cards or secondary ID badges.

Student Last Name and First Name

Your home Zip Code.

We recommend using your e-mail address and your standard password.

Enter a security question with an answer that you can remember:
Maiden name
Pet's name
Birthplace
etc.

You must register with the Parent/Guardian name that you listed on your child's Enrollment Card. If you have more than one child in the district, you only need to identify one child on this form (we recommend using the child whose campus is easiest for you to get to during work hours.) You **MUST** use your child's legal name. For UserID we recommend using your e-mail address. Create your own Security Question and Answer. This will be used if you forget your password. Once you click on Submit, print the form from the web page.

2) Go to the School

After you have submitted the New User Registration, take the Confirmation screen printout to the campus of enrollment for the child you listed on the form to finalize the process. You will be asked to show a photo ID. Once the school authorizes your account, you will be able to login and view all of your children enrolled in the district.

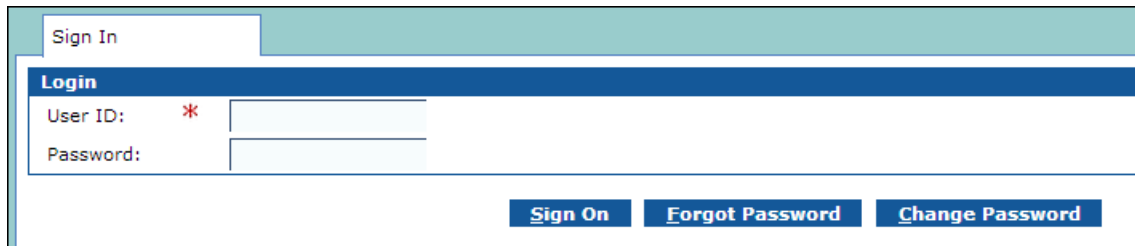
Parent Usage Instructions

Available Information in Parent Self Serve (PSS)

Parents are able to see attendance, assignments, three week Progress grades and comments, and six week Report Card grades and comments. Parents are also able to e-mail their child’s teachers from within PSS as well as set up automatic e-mail notifications for attendance and grades. You must use the latest versions of Chrome, Internet Explorer, or Mozilla Firefox to access Parent Self Serve.

Logging in to Parent Self Serve

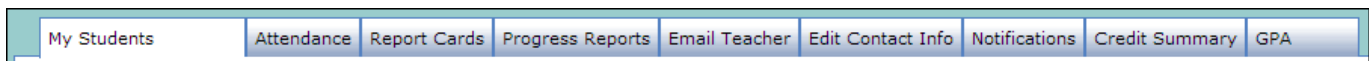
After registering and receiving authorization from a campus, a parent can go to <https://isTeams.aisd.net/selfserve/parent> and click on the Existing Users link to login. If you cannot remember your password, you can go to the same link, enter your User ID and correctly answer your Security Question and you will be able to reset your password. If you do not remember the answer to your Security Question, you need to go back to the campus to reset your password. Make sure that you allow pop-ups for this site in your web browser.



The screenshot shows a login interface with a 'Sign In' button at the top left. Below it is a 'Login' section with two input fields: 'User ID:' followed by an asterisk and a text box, and 'Password:' followed by a text box. At the bottom right of the login section are three buttons: 'Sign On', 'Forgot Password', and 'Change Password'.

1) My Students Tab

Select the child that you want to view. If you have more than one child you are able to access, you must first click on one child’s name to highlight it before you can click on a tab. If you are not seeing some of the children that you should be able to access, you need to contact that missing child’s school so they can correct your parent/guardian information.



The screenshot shows a horizontal navigation bar with several tabs: 'My Students', 'Attendance', 'Report Cards', 'Progress Reports', 'Email Teacher', 'Edit Contact Info', 'Notifications', 'Credit Summary', and 'GPA'. The 'My Students' tab is currently selected and highlighted.

2) Attendance Tab

Each day the student has an absence or tardy is listed with an A–absence reason or a T-tardy reason for each period. The day/period combinations are listed as columns. A “T” (Traditional) code is used at elementary and junior high school campuses.

- Total Day in Membership equals the number of days the student has been enrolled for the school year through today's date.
- Total Excused Absences, Total Unexcused Absences, and Total Number of Tardies reflect counts across all days and periods.
- Total State-Reported Absences and Total Non-State-Reported Absences reflect counts only in the student's official attendance period. An absence that is reported to the state reduces district funding.
- Users can click the **View Legend** button to display the Attendance Value box of attendance codes and their descriptions.

3) Report Cards & Progress Reports Tabs

Grades 3-12

Click on either the Report Cards or Progress Reports tab. The current average will show until Progress or Six Weeks grades have been finalized. Click on a grade to open the Assignments tab and see all the current assignment grades.

My Students	Attendance	Report Cards	Progress Reports	Email Teacher	Edit Contact Info	Notifications	
Course	Section	Teacher	Short Desc	Day Prd	SW1	SW2	SW3
Scheduled							
LA1340	3	[Teacher]	AP ENGLISH LIT&	A - 01	96		
LA1296	2	[Teacher]	PHOTO JOURN	A - 02	100		
FL1216	1	[Teacher]	LATIN V-ROMAN C	A - 03	96		
CT1264	8	[Teacher]	Nutri & Food Mg	A - 04	98		
SS1220	28	[Teacher]	US GOVT	B - 05			
MA1263	9	[Teacher]	PRECALC-REG	B - 05	86		
SS1230	3	[Teacher]	ECONOMICS-FE	B - 06	92		
LA1279	9	[Teacher]	COMM APPL	B - 06			
FA1225	1	[Teacher]	GRAPHDESIGN3	B - 07	96		
SC1223	3	[Teacher]	ANAT and PHYS	B - 08	95		

Click on the Grade. The view will be divided into the categories the teacher is using in the gradebook, along with the weight assigned to the category. Any notes or attachments the teacher has added will also be available. Grades in red are running averages. Grades in black have been finalized.

Each set of grades will display the category name, the average in the category and the weight the teacher has assigned.

Test
Average: 86
Weight: 70.0

Grades PreK-2

Students in grades PreK-2 have Skillbook report cards. From the Report Cards tab click any of the **Skills** link to the far right of each course. (Each link goes to the same screen.) The Skillbook tab displays all the categories, sub-categories, and skills the grade level is scored on. Blank fields indicate no score was entered or the skill is not graded for the particular SW grading period. There are no Progress Reports for grades PreK-2.

My Students	Attendance	Report Cards	Progress Reports	Email Teacher	Edit Contact Info	Noti
Course	Sect	Teacher	Short Desc	Day Prd	Room	SW1
Scheduled						
NC00KG	02	[Teacher]	Homeroom K	T - 01	116	Skills
ART0KG	02	[Teacher]	Art K	T - 02	116	Skills
MUS00K	02	[Teacher]	Music K	T - 03	116	Skills
PE00KG	02	[Teacher]	PE K	T - 04	116	Skills
MATH0K	02	[Teacher]	Math K	T - 05	116	Skills
READ0K	02	[Teacher]	Reading K	T - 06	116	Skills
WRIT0K	02	[Teacher]	Writing K	T - 07	116	Skills
SCID0K	02	[Teacher]	Science K	T - 08	116	Skills
SS000K	02	[Teacher]	Social Studies	T - 09	116	Skills

My Students	Attendance	Report Cards	Skillbook	Progress Reports	Email Teacher	Edit Contact Info	Notifications	Credit Sum
Student SkillBook								
Group/Category/Sub-Category/Skill								
KG SkillBook - KG-Language Arts								
KG-Print Awareness/Phonological Awareness/Phonics								
<input type="checkbox"/> I can identify the uppercase and lowercase letters in random order.								
	FA	SW1	SW2	SW3	SW4	SW5	SW6	
		2	2	2	2	3		
<input type="checkbox"/> I can read at least 35 high-frequency words.								
		2	2	2	2	3		
<input type="checkbox"/> I can identify the sounds that letters make.								
		3	3	3	3	3		
<input type="checkbox"/> I can count syllables in spoken words.								
		3	3	3	3	3		
<input type="checkbox"/> I can produce a word that rhymes when given a different word.								
			3	3	3	3		
<input type="checkbox"/> I can blend spoken sounds to form one-syllable words.								
				3	3	3		

4) Email Teacher Tab

You may e-mail your child's teachers directly from PSS. Click on the Email Teacher tab. Use the drop-down menu on the Teacher line to select the teacher you want to contact. You can also go directly to this window by clicking on a teacher's name from the Report Cards or Progress Reports tab.

Email Teacher

Teacher Name: * ▼

From: *

CC: *

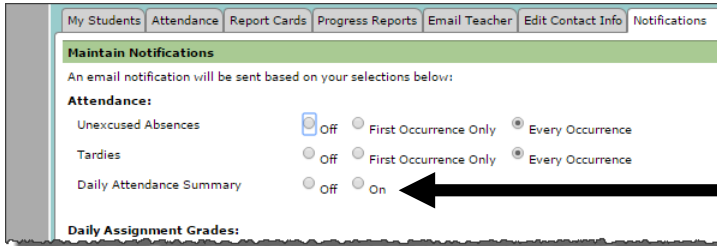
Subject: * Student: From:

5) Edit Contact Info Tab

If you wish to set up automatic e-mail notifications or email teachers, you need to make sure your e-mail address is correct in PSS. Click on the Edit Contact Info tab to set or change your e-mail address. Click on the Edit button to add or make changes to phone numbers and email addresses. Marking Private means that the e-mail will not show up on printed reports.

6) Notifications Tab

If you want PSS to automatically notify you when your child has an absence or tardy, a missing assignment grade, or when an average drops below a certain grade, you can set these preferences on the Notifications tab.



You must turn on Daily Attendance Summary if you want to receive Unexcused Absence and Tardy notifications.

These are the grades that will generate a Missing Grades notification to the parent.

M	Missing (0)	INC	Incomplete
CHT	Cheating (0)	ABS	Absent
L50	Late (50)	NR	Needs to Repeat Assignment
L70	Late (70)	EXT	Extra time given, waiting for assignment to be turned in

Attendance notifications will be sent out automatically at noon and 4:30 pm each day. The summary report for grades will be sent at 4:30 pm. Make sure that you check your spam folder in your e-mail if you do not receive the e-mails.

7) Credit Summary Tab

The Credit Summary tab displays both Category Summary and Category Detail information. In the Category Detail panels, the name of the category is displayed on one of the following colored backgrounds to indicate the student's completion status for the category:

- Green: Status is complete, which means the Credit Required for the category is less than or equal to the Credit Earned.
- Red: Status is not complete, which means the Credit Required for the category is greater than the Credit Earned plus Scheduled Credit.
- Blue: Status is pending, which means the Credit Required for the category is equal to the Credit Earned plus Scheduled Credit.

8) GPA Tab

GPA and Rank are displayed with the date and time they were run.

Having problems using Parent Self Serve?

If you have any problems using Parent Self Serve, please e-mail pss@aisd.net for help. Make sure you include your name, the campus(es) and student(s) you are not seeing, and a phone number where you can be reached during the day. We hope that you find this system helpful for tracking student progress in Arlington ISD.

TEAMS Gradebook Legend of Special Codes

Often, teachers will use special codes as either placeholders for missing assignments or to document the reason behind certain grades. For any questions regarding the use of any of these codes, please consult with your child's specific teachers.

Special Codes with Values

For these, the alphanumeric codes are displayed in the gradebook and the values in parentheses are used in calculating the grade.

CHT	Cheating (0)
FC	Failure correction (70)
L50	Late (50)
L70	Late (70)
M	Missing (0)

Special Codes as Placeholders/Notes

For these, the alphanumeric codes are displayed in the gradebook as mere placeholders and are not currently included in the calculation of student averages. Some of these placeholders, **depending on individual teacher guidelines**, may be temporary and may eventually be replaced with numeric grades before the end of a grading period (ex: an INC or NR may be replaced with a zero if an assignment is never completed or repeated).

ABS	Absent on assigned/due date (may be waiting for assignment to be turned in)
CH	Choices (waiting for assignments/grades)
DR	Dropped score (teacher has manually designated the score to be excluded)
EXT	Extra Time given (waiting for assignment to be turned in)
HB	Homebound (waiting for assignments/grades)
INC	Incomplete (waiting for assignment to be completed)
ISS	In-school Suspension (waiting for assignments/grades)
NR	Needs to Repeat assignment (waiting for assignment to be turned in)
NYG	Not Yet Graded (assignment may be turned in, teacher hasn't graded yet)
OCS	On-campus Suspension (waiting for assignments/grades)
TU	Tutoring (may be waiting for assignment to be turned in)
UIL	Out for UIL activity (may be waiting for assignment to be turned in)
X	Excused, Omit

PLAN FOR GRADING IN GRADES NINE THROUGH TWELVE

In keeping with the philosophy of the Arlington Public Schools, its plan of grouping, and its effort to provide a program to meet individual differences, the following weighted grade point system will be used for grades 9-12 to mark students who have varying abilities.

Grades 9 - 12

<u>Equivalent Numerical Values</u>	<u>Grade</u>	<u>Regular Level</u>	<u>Honors* Level</u>	<u>IDENTIFICATION CODES ON REPORT CARDS</u>
97 - 100	A+	12	15	INC - Incomplete
93 - 96	A	11	14	NC - No Credit
90 - 92	A-	10	13	P/F - Pass/Fail
87 - 89	B+	9	12	WD - Withdrawn
83 - 86	B	8	11	ABS - Attendance Policy
80 - 82	B-	7	10	X - GPA Exempt
77 - 79	C+	6	9	
73 - 76	C	5	8	
70 - 72	C-	4	7	
Below 70	F	0	0	

$$\text{Grade Point Average} = \frac{\text{Grade Points Earned}}{\text{Number of Non-Exempt Classes Attempted}}$$

GPA/EXEMPT OPTION {Board Policy EIC (Local)}

1. GPA-exempt courses shall be limited to juniors and seniors who have maintained a GPA of a least 7.00.
2. Courses beyond the required 24 or 26 credits (*the required third credit of Languages other than English on the Distinguished Achievement Graduation Plan may not be taken GPA Exempt*) could be taken as GPA-exempt courses, but are limited to two courses per semester per student.
3. The student's intent to take a course on the GPA-exempt basis option **must be declared** within the **first three weeks** of each semester. This decision is final and cannot be rescinded.
4. The numerical grade earned on a GPA-exempt course shall be posted on the transcript with no grade points.
5. A third GPA exemption may be granted if applied to a third or fourth year course that is paired with another course in the same program.

Areas allowed for a third GPA exemption under this policy include band, choir, orchestra, and athletics.

*Includes Pre-AP / AP / IB