



PARENT AND COMMUNITY ENGAGEMENT

EL Designee Meetings
April 8, 2021



PACE UPDATES

- LAUSD Parent Portal / New Reference Guide / Resources
- Guide to Volunteering - Virtual and On-Campus for Spring 2021
- ELAC Accountabilities
- Mandated Parent Workshops

What's New



Reference Guide- 6363.1

This Reference Guide replaces REF-6363.0, LAUSD Parent Access System Portal (Parent Portal), issued on August 25, 2014, and includes a system name change from Parent Access Support System (PASSport) to Parent Portal. It also includes instructions for the following new and/or modified operational procedures related to the Parent Portal: School Training and Support, Online Gradebook, and Add PIN (Personal Identification Number) Information. Additionally, information on how designated staff can access Parent Portal PINs via the Whole Child Integrated Data System is also included.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Los Angeles Unified Parent Portal
NUMBER: REF-6363.1
ISSUER: Antonio Plascencia, Jr., Director
Office of Parent and Community Services
DATE: February 19, 2021

ROUTING
All Employees
All Locations

PURPOSE: The purpose of this Reference Guide is to inform all employees about the operational procedures related to the Parent Portal. The Los Angeles Unified Parent Portal is available to all Los Angeles Unified parents and guardians. It is a one-stop online portal that provides parents and guardians essential real-time information to help them support their child's progress.

MAJOR CHANGES: This Reference Guide replaces REF-6363.0, LAUSD Parent Access System Portal (Parent Portal), issued on August 25, 2014, and includes a system name change from Parent Access Support System (PASSport) to Parent Portal. It also includes instructions for the following new and/or modified operational procedures related to the Parent Portal: School Training and Support, Online Gradebook, and Add PIN (Personal Identification Number) Information. Additionally, information on how designated staff can access Parent Portal PINs via the Whole Child Integrated Data System is also included.

BACKGROUND: In pursuit of the District's goals, it is *critical* that we authentically engage parents and guardians as equal partners in their child's education.

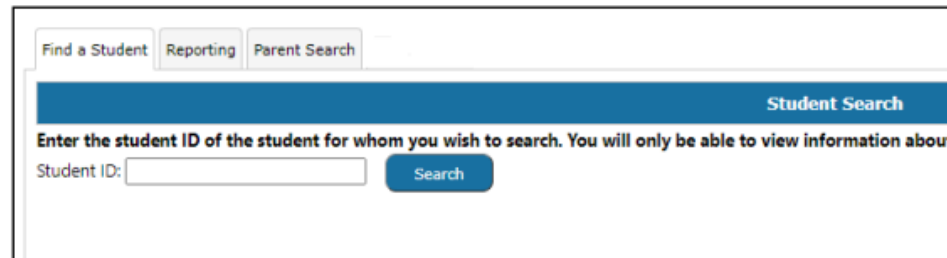
The Parent Portal is a one-stop online system available 24/7 that securely connects parents and guardians to essential student data. The Parent Portal is a component of the My Integrated Student Information System (MiSIS). The Parent Portal Resources page for parents may be accessed at parentportal.lausd.net. The Parent Portal login may be accessed at parentportalapp.lausd.net/parentaccess.

After parents or guardians are logged in, the Parent Portal home page provides the following general resources:

- Parent Student Handbook
- District Calendar
- District News & Events
- Los Angeles Unified Families Page
- Parents' Rights and Responsibilities
- Los Angeles Unified Emergency Plan APP

Access to Parent Portal Pins

- Beginning in March 2021, Principals will use the Principal Portal to grant designated staff the Parent Access Account Administrator user role. Once logged on, designated staff will enter the student ID and will be able to view student data including parent portal pins:

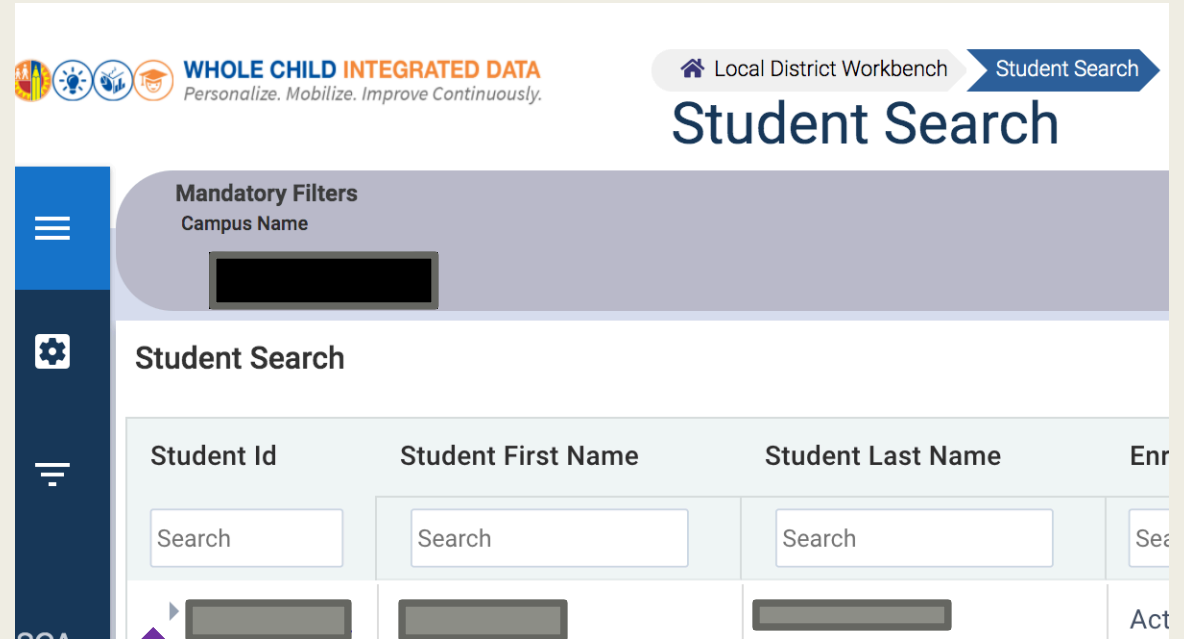
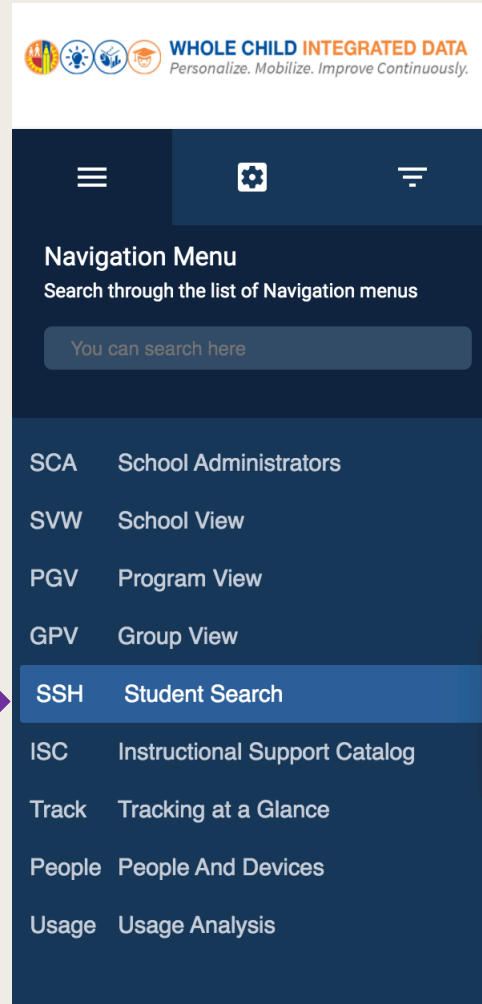


The screenshot shows a web interface with three tabs: "Find a Student", "Reporting", and "Parent Search". The "Find a Student" tab is active. Below the tabs is a blue header bar labeled "Student Search". Underneath the header, there is a text prompt: "Enter the student ID of the student for whom you wish to search. You will only be able to view information about:". Below this prompt is a text input field labeled "Student ID:" and a blue "Search" button.

- Parent Portal Pins may now be viewed by principals and assistant principals via the Student Search page in the Whole Child Integrated Platform. Principals may provide designees with assistant principal access via <https://oneaccess.lausd.net/>

Parent Portal Pins in the Whole Child Integrated Data Platform

Click on Student Search to retrieve parent portal pins



One can view the parent portal pin information for an individual student by clicking on the arrow to the left of the student ID.

Parent Portal PIN information is available by following these steps:

- Log on to Whole Child at <https://wholechild.lausd.net>.
- On the main navigation page, under Whole Child (WCHD), select Student Search (SSH).
- On this page, one may view the Parent Portal PIN information for an individual student by clicking on the arrow to the left of the student ID.
- To view the information for all students at the school, click the ***Student/Parent PIN Roster*** button in the upper right corner of the screen.

An Excel file of the ***Student/Parent PIN Roster*** for the campus downloads containing Parent Portal PINs as well as student email addresses and PINs. If a parent has registered for a Parent Portal account, the corresponding email address also displays. The roster may be sorted and/or filtered, including by grade level and homeroom teacher; and an individual student may be searched for using any column.



Page 7 of REF 6363.1
will provide assistance
in order to view the
information for all
students at the school

Link to reference guide - [Reference Guide 6363.1](#)

Resources



Beginning Steps Parents Can Take to Access Parent Portal



Los Angeles Unified wants to help parents stay connected with their child's progress. The Parent Portal helps parents monitor their child's attendance, grades, assignments, and much more!

Here are some steps parents should take to access their child's information available in this digital platform.



1 Establish an email account. Parents must have a valid personal email account to register for a Parent Portal account. Google and Yahoo! are examples of email service providers that provide free email accounts. Create a secure password for your email account and practice signing in and out of your account. Keep your email password in a secure place.



2 Become familiar with logging into basic online platforms such as social media, online accounts, and applications used by schools to communicate with families.



3 Register for a Parent Portal account by visiting <http://parentportal.lausd.net>. When you register, you will receive an account activation email that includes a link to create a password for your new Parent Portal account. Save your Parent Portal password in your smartphone notes application.



4 Request your 4-digit Parent Portal PIN to add your student to your Parent Portal account. Contact your school or the Los Angeles Unified family hotline at 213-443-1300 for assistance locating your Parent Portal PIN.



5 Explore the various features found in the Parent Portal. Especially, develop familiarity connecting to Schoology where you will follow student assignments and communicate with teachers. The Parent Portal is the official entryway for parents to connect to Schoology. Visit Parent Portal Resources for Parents at <http://parentportal.lausd.net> for more details about what's available in the Parent Portal.



Pasos iniciales que los padres pueden tomar para acceder al Portal para Padres



El Distrito Unificado de Los Ángeles quiere ayudar a los padres a mantenerse conectados con el progreso de sus hijos. El Portal para padres ayuda a los padres a monitorear la asistencia, calificaciones, asignaciones de sus hijos y, ¡mucho más!

A continuación, se enumeran algunos pasos que los padres pueden tomar para acceder a la información de su hijo disponible en esta plataforma digital.



1 Establecer una cuenta de correo electrónico. Los padres deben tener una cuenta de correo electrónico personal válida para inscribirse para una cuenta del Portal para padres. Google y Yahoo! son ejemplos de proveedores de servicios de correo electrónico que proporcionan cuentas de correo electrónico gratuitas. Establecer una contraseña segura para su cuenta de correo electrónico y practique iniciar y cerrar sesión de su cuenta. Guardar su contraseña de correo electrónico en un lugar seguro.



2 Familiarizarse con el inicio de sesión en plataformas básicas en línea como redes sociales, cuentas en línea y aplicaciones utilizadas por las escuelas para comunicarse con las familias.



3 Inscribirse para una cuenta del Portal para padres en: <http://parentportal.lausd.net>. Al inscribirse, se enviará un correo electrónico de activación de la cuenta que incluye un enlace para crear una contraseña para la nueva cuenta del Portal de padres. Guardar la contraseña del Portal para Padres en la aplicación de notas de su teléfono inteligente.



4 Solicitar su PIN de 4 dígitos para el Portal de padres para agregar a su estudiante a su cuenta del Portal de padres. Comunicarse con su escuela o con la línea de ayuda para las familias del Distrito Escolar Unificado de Los Ángeles al 213-443-1300 para obtener ayuda para obtener su PIN del Portal para padres.



5 Explorar las diversas características que se encuentran en el Portal de padres. Especialmente, familiarizarse con conectarse con Schoology donde podrá dar seguimiento a las asignaciones de los estudiantes y se comunicará con los maestros. El Portal de padres es la entrada oficial para que los padres se conecten a Schoology. Visitar los Recursos del Portal para padres en <http://parentportal.lausd.net> para ver más detalles sobre lo que está disponible en el Portal para padres.

Additional Resources



- <https://achieve.lausd.net/Page/16167>

Modules to engage families on topics such as Computer Basics, How to Set Up Email, Schoology Basics, and more...



Tech Talk Beginner and Intermediate Series for Parents

Tech Talks Beginner Series

Computer Basics for Parents

Presentation [English/Spanish](#)

Facilitator Guide [English Spanish](#)

Browser Basics for Parents

Presentation [English/Spanish](#)

Facilitator Guide [English Spanish](#)



Open an Email Account for Parents

Presentation [English/Spanish](#)

Facilitator Guide [English Spanish](#)

VOLUNTEER GUIDES

<https://achieve.lausd.net/Page/9647>





**GUÍA PARA EL VOLUNTARIADO
EN EL DISTRITO UNIFICADO
DE LOS ANGELES:
VIRTUAL Y EN EL PLANTEL**

PRIMAVERA 2021



**GUIDE TO VOLUNTEERING
IN LOS ANGELES UNIFIED:
VIRTUAL AND ON-CAMPUS**

SPRING 2021



**Quick Guide for Virtual and On-Campus
Volunteering in Los Angeles Unified**

Parent and community volunteers are an integral part of the learning community in the Los Angeles Unified School District. They provide specialized skills and expertise, school support and enrich a student's learning environment.

To become a volunteer in the Los Angeles Unified:

STEP 1 Fill out an application to volunteer at <https://volunteerapp.lausd.net>. Select whether you would like to serve as a Virtual or On-Campus volunteer and select a location where you would like to serve.

STEP 2 Virtual:
• Contact the site to notify them that you have filled out your application.


On-Campus:
• Contact the site to notify them that you have filled out your application.
• Have your valid Tuberculosis Clearance verification available.

STEP 3 The principal or site administrator will review the application and will approve or deny based on need.

STEP 4 The Office of Parent and Community Services (PCS) will conduct a final review of the application and confirm approval.

STEP 5 (For On-Campus Volunteers only):
After PCS approves the application, the Los Angeles Unified will email you directions to schedule a vaccination appointment. While it is not required, the Los Angeles Unified highly encourages on-campus volunteers to be vaccinated.

For the safety of our volunteers, families and Los Angeles Unified staff during the COVID-19 pandemic, volunteer opportunities at the Los Angeles Unified will follow public health guidelines. There are limited opportunities available for on-campus volunteering for specific tasks. Opportunities to volunteer virtually are provided on an as-needed basis by school or office sites.



**Guía de Consulta Rápida para el
Voluntariado en el Plantel o Virtual en
el Distrito Unificado de Los Ángeles**

Los padres y voluntarios de la comunidad son una parte integral de la comunidad de aprendizaje en el Distrito Escolar Unificado de Los Ángeles. Proporcionan habilidades y experiencia especializadas, apoyo escolar y enriquecen el ambiente de aprendizaje de un estudiante.

Para ser voluntario en el Distrito Unificado de Los Ángeles:

Una solicitud para ser voluntario en volunteerapp.lausd.net. Seleccione si como voluntario virtual o en el plantel y una ubicación donde le gustaría servir.

En el Plantel Escolar:

- Póngase en contacto con el plantel para notificarles que ha completado su solicitud.
- Tenga disponible su constancia negativa válida para la Tuberculosis.

El administrador del plantel revisará la solicitud y aprobará o denegará dependiendo de la necesidad.

El Distrito Unificado de Los Ángeles (PCS) realizará una revisión final de la solicitud y confirmará su aprobación.

Los voluntarios en el plantel: Una vez que PCS apruebe la solicitud, el Distrito Unificado de Los Ángeles le enviará un correo electrónico con las instrucciones para programar una vacuna. Mientras que no es un requisito, el Distrito Unificado de Los Ángeles recomienda enfáticamente que los voluntarios en el plantel se vacinen.

Los voluntarios, familias y personal del Distrito Escolar Unificado de Los Ángeles durante la pandemia de COVID-19, las oportunidades de voluntariado en el Distrito Escolar Unificado de Los Ángeles seguirán las pautas de salud pública. Hay pocas oportunidades disponibles para el voluntariado en el plantel. Las oportunidades para ser voluntario virtualmente son proporcionadas por los planteles escolares o de oficinas según sea necesario.



ELAC Accountabilities

Mandated Parent Workshops

ELAC Workshops

Topic 1: ELAC - Training of Officers *

Topic 2: ELAC - Importance of School Attendance *

Topic 3: Comprehensive Needs Assessment *

Topic 4: School Plan For Student Achievement *

There is no requirement to upload documents; however, please maintain all documentation in a secure location for five years (agendas, sign-ins, minutes, recommendations, and any other handouts used in the meetings).

ALL ELAC MANDATED TOPICS DUE BY JUNE 19, 2021

Friendly Reminder: Please make sure to save a hard copy of your 2020-2021 ELAC Certification Form

Reminder - Mandated Parent Workshops



Mandated Parent Workshops

6/19/2021

- » ELAC: Training of Officers
- » ELAC: Importance of School Attendance
- » ELAC: Comprehensive Needs Assessment

- » LCAP/Title I: Graduation Requirements
- » LCAP/Title I: Attendance
- » LCAP/Title I: School Choice 1
- » LCAP/Title I: School Choice 2

All four workshops are due on June 19, 2021

Parent Workshop 1 Topic *

Changing Graduation Requirements ▼

Date

Parent Workshop 2 Topic *

Importance of Attendance ▼

Date

Parent Workshop 3 Topic *

Please select one ▼

Date

Parent Workshop 4 Topic *

Please select one ▼

Date

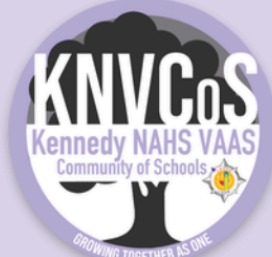
OUR COMMUNITIES OF SCHOOLS



canogaparkchatsworthcos.lausd.net



clevelandcos.lausd.net



kennedynahsvaascos.lausd.net



monroecos.org



resedacos.lausd.net



taftcos.lausd.net

Ritma Estupiñan – Kennedy/NAHS/VAAS and Cleveland CoS

Morena Camp – Monroe and Reseda CoS

Robert Goldstein - Canoga Park/Chatsworth and Taft CoS

Gonsalo Garay – PACE Admininstrator

LD Northwest PACE Unit

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