LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

This Quick Guide provides a step-by-step review of the 'Linking/Removing Students' process. Also included is a ***Locating Student's District Identification Number*** and ***Troubleshooting page*** for use when assisting parents with the linking and removing students' process.

http://passportapp.lausd.net/parentaccess/

Step 1 – Log in to your Parent Portal Account.

Parent Login

Username	parentportal23@gmail.com	• Username is the email address you used for account registration.
Password	••••••••••••••••	• Session times out after 60 minutes.
	Forgot your password?	• If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.
	Register Log In	

Step 2 – Under 'My Students', click on "Add students."

Parent Portal

Español

Logout
Account Settings

Welcome, Parent Portal

District Announcements		
Date	**From**	**Title**
2018-08-06 12:44:03.0	Office of School Operations	NEW Your Parent Student Handbook is ready for viewing! Click Here.

General Resources

LAUSD Emergency Plan App

LAUSD School Choice Programs

Parents' Rights and Responsibilities

District Calendar

District News & Events

LAUSD Families Page

Parent Student Handbook

Household Income

e-Choices

My Students

Click on the name of each student to view their personalized information and resources

Add student

Student Name	Student ID	School	Grade	Enrollment Status	Remove

LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

Step 3 – Enter the required fields in order to link your student; Student's LAUSD ID Number, Student's Date of Birth, Student's First Name and Student's Last Name. Note: Student's First name and Last Name must be entered the way it appears on school records. Then click on Add A Student.

LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

Step 4 – Identify yourself by selecting your name and click "This is me."

If you have more students to add, Repeat steps 3 and 4. Once you finish adding your students, click on the "FINISH" button at the bottom right of the screen.

LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

Step 5 – When you select "FINISH," you are returned to your Parent Portal Main Page, The students you retrieved will be available in the 'My Student's' section.

Welcome, Parent

District Announcements

Date	From	Title
2016-08-17 08:03:34.0	Office of School Operations	Your Parent Student Handbook is ready for viewing! Click Here.

My Students
Click on the name of each student to view their personalized information and resources

Add students

Student Name	Student ID	School	Grade	Remove
STUDENT ONE	000000F000	Avenue Elementary	1	Remove
STUDENT TWO	000000M000	Valley Academy	6	Remove
STUDENT THREE	000000F000	Los Angeles Magnet	12	Remove

Note: you can now click on the name of the student to view their personalized information and resources.

Removing Students – Students may be removed from your account by clicking on the "remove" link next to their name.

Welcome, Parent

District Announcements

Date	From	Title
2016-08-17 08:03:34.0	Office of School Operations	Your Parent Student Handbook is ready for viewing! Click Here.

My Students
Click on the name of each student to view their personalized information and resources

Add students

Student Name	Student ID	School	Grade	Remove
STUDENT ONE	000000F000	Avenue Elementary	1	Remove
STUDENT TWO	000000M000	Valley Academy	6	Remove
STUDENT THREE	000000F000	Los Angeles Magnet	12	Remove

LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian

Locating Student's District Identification Number(s)

You can find your student's Identification Number in the following locations:

Letters sent to parents from Student Integration Services, also known as reference numbers, for the following eChoices programs: - Permits With Transportation (PWT) - Magnet - PSMCP (Priority School Matriculate Choice Program, which replaces NCLB)
Truancy/Attendance Notification Letters
Inter-district permits & intra-district permits
Some Student ID Cards – varies from school to school
Individual Graduation Plan (received from the counselor)
California High School Exit Exam (CAHSEE) & Parent Report
California English Language Development Test (CELDT) – Student Performance Level
Standardized Report Testing & Reporting (STAR) Student Report
Letters sent to parents from the Transportation Services Division (TSD) (for students who ride on the school bus for home-to-school transportation)
Student's Individualized Education Plan (IEP)
If unable to find the identification number on documents you have received, you may submit a request for it at your child's school.

LAUSD Parent Portal Quick Guide – Linking/Removing Students for Parents/Legal Guardian
TROUBLESHOOTING FOR PARENTS/GUARDIANS

Linking Students To LAUSD Parent Portal Account	
Issue	Resolution
You have inputted all of your student's information and student does not show when you click "Get Pin"…	1. Make sure you have inputted all of the information correctly. ***The letter in the I.D. number should be capitalized. Make sure there are no spaces and that your student's name is listed as it appears on school records.*** 2. If you have inputted all information correctly, according to your documents but the student(s) does not show call your child's school and verify his/her I.D. number.
You have inputted all of your student's information and the student's name is showing after you click "Get Pin" but your name is not showing up as parent…	1. Call your child's school and verify that you are listed as a guardian in District's database.
You have successfully retrieved all of your students but they are not showing up on your Main Page under 'My Students'…	1. Make sure you have selected "Finished" as demonstrated in Step 5 of the Quick Guide. 2. If you have selected "Finished" and are now on Manage Associated Students – Step 6, make sure you have selected students and moved them (using arrow) to Selected Students box and click "Save" (Follow Step 6 and 7 of Quick Guide)