



# KITE PARENT PORTAL USER GUIDE FOR DISTRICT STAFF 2023–2024



**DYNAMIC**<sup>®</sup>  
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The University of Kansas

**Assessment & Technology  
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## PARENT PORTAL MANAGEMENT FOR DISTRICT STAFF

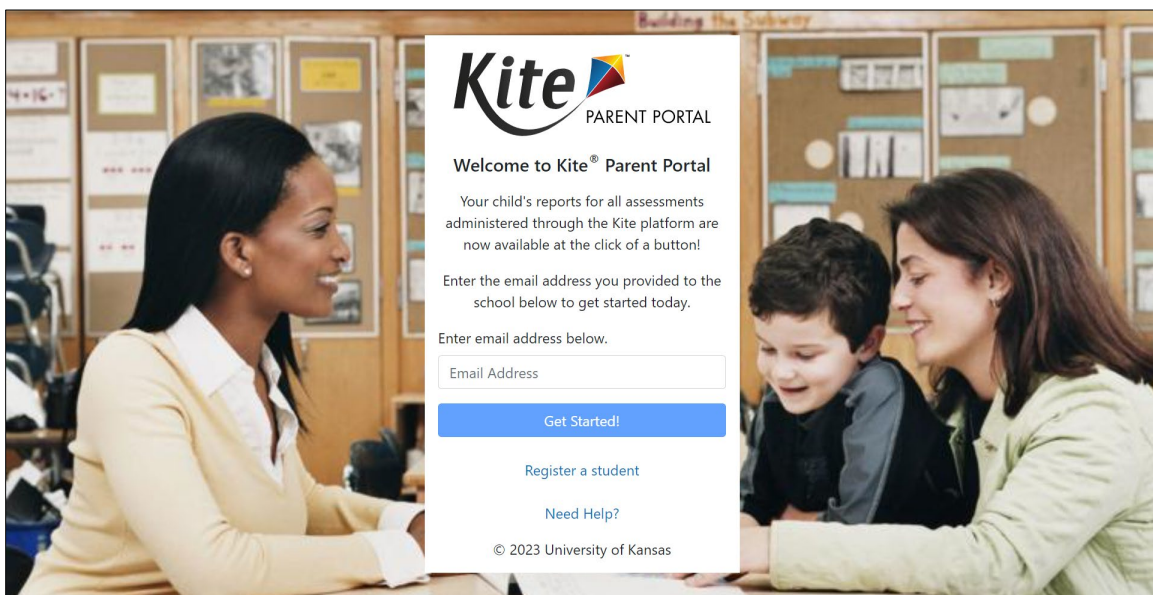
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[Kite® Parent Portal](#) is an application that parents/guardians can use to electronically access their student’s Individual Student Score Reports. These score reports are available for each year in which a student was assessed during an operational assessment window using the Dynamic Learning Maps® (DLM®) alternate assessment. Making Parent Portal available to parents/guardians is a state decision, and each district is responsible for establishing and maintaining all parent-to-student connections in Kite Educator Portal.

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NOTE: Some states only provide paper reports instead of Parent Portal electronic access.

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Only the District Test Coordinator (DTC) can create and edit parent-to-student connections (some states allow the District User to do so as well). The State Assessment Administrator role can view Parent Portal records and extracts but cannot upload or make changes. For the remainder of this guide and in Educator Portal, the word *parents* will be used for both parents and guardians.

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NOTE: IMPORTANT—Individual Student Score Reports contain Personally Identifiable Information. The reports must be protected and kept secure. The DTC must ensure that parents’ email addresses are tied to the correct students in Parent Portal.

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There are two options for initial set up of parent-to-student connections—Option 1: Standard Upload with Parent Upload Template (used by most states), or Option 2: Parent Registration Code (available to only a few states).

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NOTE: In states that allow both options, a DTC selects one of the options for the district, and the selected option cannot be changed until the following school year.

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Option 1: Standard Upload with Parent Upload Template process is for districts with parent email addresses. The DTC connects parent email addresses with students. After the parent enters their email in Parent Portal, the system sends an email to the parent with an access code to Parent Portal.

Option 2: Registration Code is for districts without access to parent email addresses. The DTC generates a parent registration code that is connected to students. Parents use this code to register with their own email address to access Parent Portal.

If your district has parent email addresses and is using Option 1, continue here. However, if your district is using Option 2, skip to Option 2: Parent Registration Codes.

#### [ABOUT KITE PARENT PORTAL USER GUIDE FOR PARENTS 2023–2024](#)

A special guide with information on how parents can access their student’s Individual Student Score Reports is available in the [PARENT PORTAL USER GUIDE](#). It is located on the DLM website for states using Parent Portal.

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## OPTION 1: STANDARD UPLOAD WITH PARENT UPLOAD TEMPLATE

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Using the Standard Upload with Parent Upload Template file, the DTC can upload the file into Educator Portal on the Upload Parent tab, creating all connections between parents and students.

More than one parent can be connected to a student, and more than one student can be connected to a parent.

Uploads can occur at the district or school levels. For a district upload, all students in the district can be uploaded, even those not enrolled for testing in the current year (e.g., grade 12 students), as historical score reports may be available for those students.

For a school upload, only those students that are currently enrolled may be uploaded. The system searches for a student's assigned assessment to identify the student's school building. In very large districts, the district upload could take several minutes. Therefore, the DTC may want to upload files at the school level.

The sole responsibility for entering valid email addresses lies with the district. Parents should always be directed to contact the district if their email address changes. If a parent is unable to access their child's Individual Student Score Report, the cause is likely an invalid email address or incorrectly entered State Student Identifier (SSID).

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NOTE: Parents should not be directed to contact the Kite Service Desk.

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Data entry errors in the Parent Upload Template file can be lessened by using the district student information system to download the parents' email addresses into the template along with the correct SSID for students.

The Parent Upload Template file contains four columns (Table 1). Column headings in the file cannot be altered, or the file will not upload. The column heading indicates the data that goes in that column.

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NOTE: The Data Req? column indicates whether the information in that column is required or optional.

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**Table 1**  
*Requirements for the Parent Upload Template File*

Column	Column Heading	Data Req?	Definition
A	Parent_Email	Y	The parent’s email address.
			NOTE: Enter one email address per line. Use multiple lines when one parent email address should be connected to more than one student.
B	State_Student_Identifier	Y	The student’s SSID.
			NOTE: For building/school uploads, the student must be enrolled in Educator Portal.
C	District_Identifier	Y	The district’s organization ID. (Ex: D1001)
			NOTE: Must include leading zeros. See the DLM DATA MANAGEMENT MANUAL for instructions on entering leading zeros. School ID cannot be used in place of District ID. Find the district identifier in Educator Portal > Settings > Organization > Parent Organization column.
D	Electronic_Opt_In	N	Yes or No (If blank, default is No).
			NOTE: Currently, this field has no functionality. In future development, this field will allow electronic opt-in selection to reduce the quantity of paper reports to be generated.

To upload the Parent Upload Template file in Educator Portal (Figure 1), follow this process:

1. Select **Settings**.
2. Select **Parents**.
3. Select the **Upload Parent** tab.

4. The state and district will autofill with the DTC’s organization.
5. A DTC can upload parent-to-student connections for an entire district or an entire school. If an entire district is to be uploaded, leave the school field blank.
  - a. To upload a school, use the drop-down menu to select a school. In the template, enter the district identifier.
6. Select the ?\* icon next to the word *File*. The Parent Upload Template file hyperlink will appear.
  - a. Open the Parent Upload Template file in spreadsheet software (e.g., Excel).
  - b. Enter the data as described in the above chart.
  - c. The file **MUST** be saved as a CSV file (comma-delimited). The DTC should name the file in a way that is meaningful and save it where they can easily find it.
  - d. Leave the file open. Do not close the file or formatting will likely be lost (e.g., leading zeros).
7. Return to the Upload Parent tab in Educator Portal, and select the **Select File** button (Figure 1).
  - a. Select the saved CSV file from your computer.
  - b. Select **Open**.

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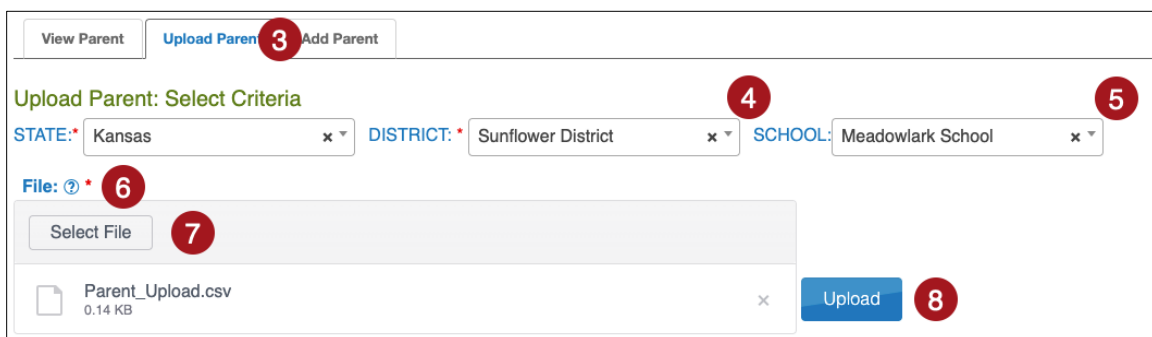
NOTE: The saved customized file name displays.

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8. Select **Upload**.

**Figure 1**

*Upload Parent Tab in Educator Portal*



9. Select **Standard** (Figure 2 and Figure 3).

**Figure 2**

*Upload Process Selection Window for Full District Upload*

**Parent Upload: Meadowlark School**

This is a **Full District upload**. Select an option to proceed:

**Standard:** Existing parent student relationships for the entire district will be deleted and replaced with the newly uploaded data.

**Append:** New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.

For partial upload, please select a school.

**Standard** **Append** Cancel

**Figure 3**

*Upload Process Selection for Partial Upload for School*

**Parent Upload: Meadowlark School**

This is a **Partial upload for School**. Select an option to proceed:

**Standard:** Existing parent student relationships for the selected school will be deleted and replaced with the newly uploaded data.

**Append:** New parent student relationships in the uploaded file will be added to the existing data. Duplicates of existing data will be ignored.

**Standard** **Append** Cancel



















The upload status will be Pending until all records are processed. Once the file is processed, the status will change to Completed.










## REVIEWING PARENT FILE UPLOAD

The final step when uploading a Parent Upload Template file is to verify that all records uploaded successfully. The value in the brackets [value] indicates the number of records that were either completed and updated successfully or the number that were rejected. Some records may have updated successfully but have Alerts associated with them (Table 2).

**Table 2**  
*Status Messages for the Parent CSV File Upload*

Status Message	Description																								
Failed	<p>The CSV file failed to upload. Select the CSV file icon under the file column to understand why the file failed.</p> <table border="1" data-bbox="532 753 1344 963"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
Uploaded	Status	Created/Updated	Rejected	Alerts	File																				
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Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Created/Updated: [value]	<p>Records were created successfully.</p> <table border="1" data-bbox="532 1047 1344 1257"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0																					
Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					
Rejected: [value]	<p>The rejected column represents that number of records that failed validation. Select the CSV file icon under the file column to understand why they were rejected. Make corrections and upload the file again.</p> <table border="1" data-bbox="532 1503 1344 1713"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p>Page 1 of 1</p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	0		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					

Status Message	Description																								
Alerts: [value]	<p>Records were created, but some of the records have alerts associated with them that should be reviewed.</p> <p>Select the CSV file icon under the file column to review the alerts.</p> <table border="1" data-bbox="532 422 1338 579"> <thead> <tr> <th>Uploaded</th> <th>Status</th> <th>Created/Updated</th> <th>Rejected</th> <th>Alerts</th> <th>File</th> </tr> </thead> <tbody> <tr> <td>Monday, June 22, 2020 3:10:21 PM</td> <td>COMPLETED</td> <td>4</td> <td>0</td> <td>0</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 3:07:10 PM</td> <td>COMPLETED</td> <td>2</td> <td>2</td> <td>2</td> <td></td> </tr> <tr> <td>Monday, June 22, 2020 2:49:28 PM</td> <td>FAILED</td> <td>0</td> <td>0</td> <td>0</td> <td></td> </tr> </tbody> </table> <p data-bbox="532 579 862 625">  Page 1 of 1         </p>	Uploaded	Status	Created/Updated	Rejected	Alerts	File	Monday, June 22, 2020 3:10:21 PM	COMPLETED	4	0	0		Monday, June 22, 2020 3:07:10 PM	COMPLETED	2	2	2		Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0	
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Monday, June 22, 2020 2:49:28 PM	FAILED	0	0	0																					

### PARENT CSV FILE UPLOAD MESSAGES

After uploading a file, an error message may be generated. Information about the error is provided in the three columns in Table 3. The *Message* column has a list of possible errors, the *Column to Correct* column indicates the field where the error(s) occurred, and the *Common Corrections* column lists the most common corrections associated with the error message. The brackets [value] indicate information specific to the upload (i.e., number of records created/updated, number of records rejected, etc.). If the provided solution does not solve the issue, the DTC should contact the Service Desk for help.

---

NOTE: Messages are continually reviewed and updated, so some variation from the messages listed below should be expected.

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**Table 3***Possible Error Messages for the Parent Template Upload File*

<b>Message</b>	<b>Column to Correct</b>	<b>Common Corrections</b>
<b>Completed: Records Created/Updated: [value] Rejected: [value] Alerts: [value]</b>	N/A	This message indicates that the upload completed. If any records were rejected or had alerts, select the CSV icon under File to see the associated error.
<b>File Format not correct</b>	N/A	Check the CSV file to ensure the correct template was used, that the template headings were not altered, and that the file was saved as a CSV (comma-delimited) file.
<b>Duplicate parent student relation for the district</b>	All	A duplicate parent-to-student connection was uploaded for the district. <hr/> <b>NOTE:</b> Only one student and one email address can be on one line in the template file. A new row must be used when more than one parent email address should be connected to a particular student, or when more than one student should be connected to a particular parent’s email address. <hr/>
<b>User trying to upload parent outside district</b>	District_Identifier	The district identifier is not correct for the student’s district. An error will generate for a student who is not in this district.

<b>Message</b>	<b>Column to Correct</b>	<b>Common Corrections</b>
<b>Parent email</b>	Parent_Email	The parent’s email is required and was blank in the upload.
<b>State student identifier is required</b>	State_Student_Identifier	The SSID is required and was blank in the upload. The SSID must be the same as the one used for the student’s enrollment record in Educator Portal.
<b>SSID value too long</b>	State_Student_Identifier	The SSID entered is longer than the maximum length (10 characters). The SSID must be the same as the one used for the student’s enrollment record in Educator Portal.
<b>Was not found in the specified organization</b>	State_Student_Identifier	The SSID entered was not found in the specified organization. Each state has unique SSID numbers and formats. The SSID must be the same as the one used for the student’s enrollment record in Educator Portal.

## VIEW PARENT RECORDS

To view parent records that have been successfully uploaded in Educator Portal (Figure 4), follow these steps:

1. Select **Settings**.
2. Select **Parents**.
3. Select the **View Parent** tab (default tab when the Parent page opens).
4. The state and district will autofill with the DTC’s organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
5. Select **Search** to view records.

**Figure 4**  
View Parent Tab on Parents Screen in Educator Portal

The screenshot shows the 'View Parents: Select Criteria' section of the Educator Portal. It features three dropdown menus for filtering: 'STATE' (My State), 'DISTRICT' (My District), and 'SCHOOL' (Select). A 'Search' button is located below the filters. The main area contains a table with the following data:

Parent Email	Student Legal Last Name	Student Legal First Name	Student State Id	District Name
parent@example.org	Calhoun	Brionna	2018765957	My District
guardian@example.org	Smith	Garrit	8064669588	My District

Below the table is an 'Edit' button and pagination controls showing 'Page 1 of 1', '10 per page', and '1-2 of 2 items'.

## PARENT EXTRACT

A Parent Extract is available under the Reports tab in Educator Portal. The Parent Extract can be modified and reuploaded to add or edit parent-to-student connections. Modifying the extract will be covered in the Edit Parent-To-Student Connection Under Option 1 section of this guide. The extract will have all parent-to-student connections that are in Parent Portal at the time the extract is accessed. The Parent Extract also includes the student’s first and last name and the district name.

NOTE: Information about accessing and downloading this extract is in the EDUCATOR PORTAL USER GUIDE in the subsection Accessing All Extracts for All States.

## ADD PARENT-TO-STUDENT CONNECTION UNDER OPTION 1

With Option 1, a parent-to-student connection can be created in the following ways:

- Add Manual
- Append Upload using the Parent Upload Template
- Standard Upload using the Parent Extract or Initial Parent Upload Template

NOTE: The Append Upload (with Parent Upload Template) **does not** overwrite existing data. This option adds new parent-to-student connections from the new upload and checks and alerts for any duplicates while maintaining the current information in the file.

The Standard Upload (using either the Parent Upload Template or the Parent Extract) **does** overwrite all information and replaces it with new information in the new uploaded file.

*ADD: MANUAL*

On the Add Parent tab (Figure 5), a DTC can manually add a parent-to-student connection. To manually add a parent-to-student connection, perform the following steps.

1. Select **Settings**.
2. Select **Parents**.
3. Select the **Add Parent** tab.
4. Enter the Parent Email.
5. Select **Add**. A window will open.

**Figure 5**  
*Add Parent Screen*

6. Enter the student's SSID in the text box (Figure 6).
7. Select **Submit**. If the student was successfully added to the parent email address, a confirmation window will open. Select **OK**.

**Figure 6**  
*Add New Parent Student Relation Screen*

---

NOTE: Electronic Opt-In is a future feature; the selection has no functionality at this time.

---

8. To add additional students to a parent email, enter a new SSID and select **Submit**. Continue until all SSIDs are entered that should be connected to the parent email.
9. When done, select the **X** in the upper-right corner to close the text box.

*ADD: APPEND UPLOAD WITH PARENT UPLOAD TEMPLATE*

A DTC can upload a new Parent Upload Template to add a parent-to-student connection by selecting Append to Upload. To upload a new file with one or more parent-to-student connections (adding to the existing connections), follow the instructions in the section titled Option 1: Standard Upload with Parent Upload Template. Select the **Append** process in Step 9 (Figure 2 and Figure 3).

NOTE: Do not select Standard if intending to add connection(s) to existing connections.

*ADD: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL PARENT UPLOAD TEMPLATE*

The Parent Extract can be used as an efficient and effective option to update Parent Portal. Download the extract and remove the following three columns (Figure 7):

- Column C—Last Name
- Column D—First Name
- Column F—District Name

Keep the following four columns, and do not edit the headings. The column headings must exactly match those in the Parent Upload Template file:

- Column A—Parent\_Email
- Column B—State\_Student\_Identifier
- Column E—District\_Identifier
- Column G—Electronic\_Opt\_In

**Figure 7**  
*Columns A–G in the Parent Extract*

	A	B	C	D	E	F	G	H
1	Parent_Email	State_Student_Identifier	Student_Last_Name	Student_First_Name	District_Identifier	District_Name	Electronic_Opt_In	
2	yaspin@gmail.com	258633631	Aspin	Natal	D1001	Sunflower District	No	
3	dennett@co...	232986471	Dennett	Mike	D1001	Sunflower District	Yes	
4	prbeechem@...	957183413	Keyse	Codie	D1001	Sunflower District	No	
5								
6								

Save the spreadsheet in a CSV format as described earlier in this guide. Leave the file open. Then follow the steps beginning in the section Option 1: Standard Upload with Parent Upload Template. Select the **Standard** process in Step 9 (Figure 2 and Figure 3).

The Initial Parent Upload Template may be used. The upload will overwrite all data, so make sure it contains all desired previous data as well as the new parent-to-student connections.

## EDIT PARENT-TO-STUDENT CONNECTION UNDER OPTION 1

Parent-to-student connections can be edited in the following ways:

- Edit Manual
- Standard Upload with Parent Extract or Initial Parent Upload Template.

---

NOTE: The Append Upload (with Parent Upload Template) **does not** overwrite existing data. This option adds new parent-to-student connections from the new upload and checks and alerts for any duplicates while maintaining the current information in the file.

The Standard Upload (using either the Parent Upload Template or the Parent Extract) **does** overwrite all information and replaces it with new information in the new uploaded file.

---

### *EDIT: MANUAL*

On the View Parent tab, a parent’s email address can be edited, and one or more students can be removed from or added to a parent record. To edit a parent record from the View Parent tab, follow these steps (Figure 8):

1. Select **Settings**.
2. Select **Parents** (the View Parent tab is shown by default).
3. The state and district will autofill with the DTC’s organization. To narrow the search to a particular school, use the drop-down arrow to select a school.
4. Select **Search** to view records.
5. Locate and select the parent record that needs to be edited. Highlight the parent record and select the **Edit** button at the bottom of the table.

**Figure 8**

*View Parent Screen*

The screenshot shows the 'View Parent' interface. At the top, there are tabs for 'View Parent', 'Upload Parent', and 'Add Parent'. Below the tabs, the text 'View Parents: Select Criteria' is displayed. There are three search filters: 'STATE' with a dropdown menu showing 'My State', 'DISTRICT' with a dropdown menu showing 'My District', and 'SCHOOL' with a dropdown menu showing 'Select'. A red circle with the number '3' is placed over the 'SCHOOL' dropdown. Below the filters is a blue 'Search' button with a red circle and the number '4' next to it. Below the search button is a table with the following columns: 'Parent Email', 'Student Legal Last Name', 'Student Legal First Name', 'Student State Id', and 'District Name'. The table contains two rows of data. Below the table is an 'Edit' button with a red circle and the number '5' next to it. At the bottom of the screen, there is a pagination control showing 'Page 1 of 1', '10 per page', and '1-2 of 2 items'.

Parent Email	Student Legal Last Name	Student Legal First Name	Student State Id	District Name
parent@example.org	Calhoun	Brionna	2018765957	My District
guardian@example.org	Smith	Garrit	8064669588	My District



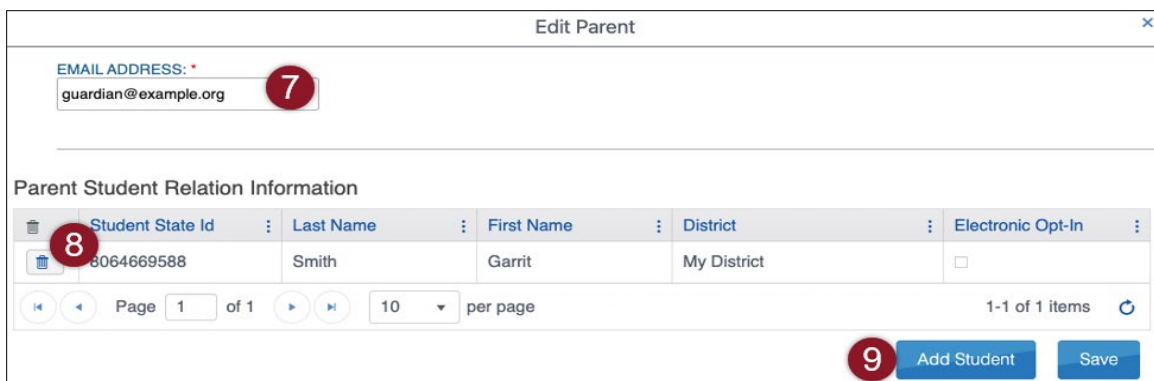
6. The Edit Parent window will open (Figure 9). On this screen a parent email address can be changed, another parent-to-student connection can be created, and a student can be deleted from a parent email.
7. If needed, make changes in the Email Address text box. If no other edits are needed, select **Save** when finished.
  - a. A Parent Changed confirmation message appears in red on the View Parent screen.
8. To delete a student from the parent record, select the **trash can icon** to the left of the student's SSID.
  - a. A confirmation window will open. Confirm the deletion of the parent-to-student connection row by selecting **OK**.
  - b. If the deleted student was the only connection to this parent email, an ALERT message will appear to notify the DTC that the final parent-to-student connection was deleted. Select **OK**. Then select the **Save** button.
9. To add an additional student to a parent email address, from the Edit Parent screen, select **Add Student** (Figure 10). The resulting parent-to-student connection will be two parent-to-student connections with one parent email and two students.
10. Enter the additional student's SSID in the SSID text box.
11. Select **Submit**.
  - a. After the word *Success* appears, select the **OK** button.
12. After completing all desired connections, exit the Edit Parent window by selecting the **X** in the upper-right corner.

---

NOTE: If a student is being deleted from a parent-to-student connection and another student is to be added to the same parent email, add the new student first. Then delete the student who should no longer have a parent-to-student connection with that parent.

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**Figure 9**  
*Edit Parent Screen*



**Figure 10**

*Add New Parent Student Relation*

Add New Parent Student Relation

Parent Email: guardian@example.org

District: My District

SSID:

Electronic Opt In:

Submit

NOTE: Electronic Opt-In is a future feature; the selection has no functionality at this time.

*EDIT: STANDARD UPLOAD WITH PARENT EXTRACT OR INITIAL FILE*

The Parent Extract can be used as an efficient and effective option to update Parent Portal. Download the extract and remove the following three columns (Figure 11):

- Column C—Last Name
- Column D—First Name
- Column F—District Name

Keep the following four columns, and do not edit the headings. The column headings must exactly match those in the Parent Upload Template file:

- Column A—Parent\_Email
- Column B—State\_Student\_Identifier
- Column E—District\_Identifier
- Column G—Electronic\_Opt\_In

**Figure 11**

*Columns A–G in the Parent Extract*

	A	B	C	D	E	F	G	H
1	Parent_Email	State_Student_Identifier	Student_Last_Name	Student_First_Name	District_Identifier	District_Name	Electronic_Opt_In	
2	kyaspin@gmail.com	258633631	Aspin	Natal	D1001	Sunflower District	No	
3	dennett@comcast.net	232986471	Dennett	Mike	D1001	Sunflower District	Yes	
4	prbeechem@comcast.net	957183413	Keyse	Codie	D1001	Sunflower District	No	
5								
6								

Save the spreadsheet in a CSV format. Leave the file open. Then follow the steps beginning in the section Option 1: Standard Upload with Parent Upload Template. Select the **Standard** process in Step 9 (Figure 2 and Figure 3).

---

NOTE: The Initial Parent Upload Template may be used in place of the modified Parent Extract. For a Standard Upload of a new file, the records in the new file overwrite all previously uploaded records. Therefore, take the Parent Upload Template file that was previously used, make any needed edits, keep all records that are correct, and reupload the file. Then follow the steps beginning in the section Option 1: Standard Upload with Parent Upload Template. Select the **Standard** process in Step 9 (Figure 2 and Figure 3).

All district/school parent-to-student connections must be included in every new Parent Upload Template file with the Standard process. A new Standard Upload overwrites previous file uploads, with entries being either deleted or replaced.

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## OPTION 2: PARENT REGISTRATION CODES

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To generate Parent Registration Codes, follow this process (Figure 12):

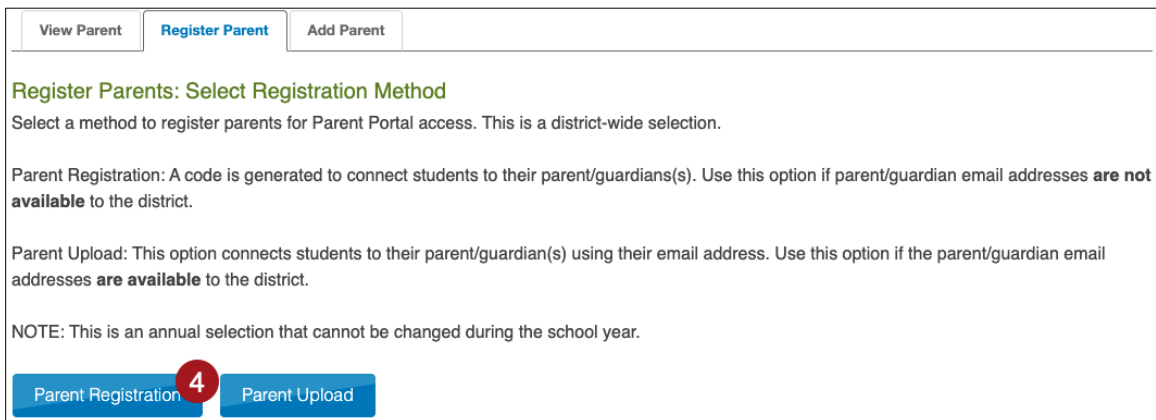
1. Select **Settings**.
2. Select **Parents**.
3. Select the **Register Parent** tab.
4. In the initial access, the DTC must select the **Parent Registration**.
  - a. A confirmation message will pop up asking if you are sure of your selection (Figure 13). Select **Yes** to proceed.

---

NOTE: Selecting the Parent Registration option cannot be changed during the year.

---

**Figure 12**  
*Initial Register Parent Tab*



View Parent Register Parent Add Parent

**Register Parents: Select Registration Method**

Select a method to register parents for Parent Portal access. This is a district-wide selection.

Parent Registration: A code is generated to connect students to their parent/guardians(s). Use this option if parent/guardian email addresses **are not available** to the district.

Parent Upload: This option connects students to their parent/guardian(s) using their email address. Use this option if the parent/guardian email addresses **are available** to the district.

NOTE: This is an annual selection that cannot be changed during the school year.

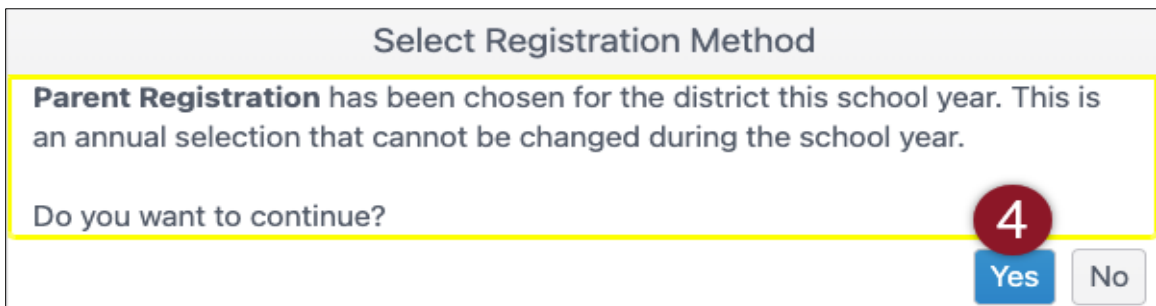
Parent Registration **4** Parent Upload

---

NOTE: If you have parent emails for the upload process, select Parent Upload and go to Option 1: Standard Upload with Parent Upload Template.

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**Figure 13**  
*Initial Register Parent Tab Confirmation Message*



Select Registration Method

**Parent Registration** has been chosen for the district this school year. This is an annual selection that cannot be changed during the school year.

Do you want to continue?

**4**  
Yes No

5. The district will autofill with the DTC’s organization (Figure 14). If desired, the DTC can also filter to the optional school level.
6. Use the drop-down menu to select between a PDF or CSV file. A PDF file will create tickets that include student names (first, middle, and last), registration codes, district, school, date of birth, and grade level. The CSV file contains columns for District, School, Student Last Name, Student Middle Name, Student First Name, Registration Code, Date of Birth, and Grade.
7. Select the **Generate All Student Registration Codes** button to download the PDF or CSV file for all students in the district.
8. Select the **Generate New Student Registration Codes** button to download information for only new students (from the last time the Generate All Student Registration Codes or Generate New Student Registration Codes button was selected).

**Figure 14**  
*Register Parent Screen*

The screenshot shows the 'Register Parent' tab selected in a navigation bar. Below the navigation bar, the heading 'Register Parents: Select Criteria' is displayed. There are two dropdown menus: 'DISTRICT: \*' with a value of 'Select' and 'SCHOOL: \*' with a value of 'Select'. A red circle with the number '5' is positioned to the right of the 'SCHOOL: \*' dropdown. Below these is a 'File Extension : \*' dropdown menu with 'PDF' selected. A red circle with the number '6' is to the right of this dropdown. At the bottom, there are two blue buttons: 'Generate All Student Registration Codes' and 'Generate New Student Registration Codes'. A red circle with the number '7' is to the right of the first button, and a red circle with the number '8' is to the right of the second button.

NOTE: For parents to access Parent Portal, they need both the Registration Code and the SSID for their student(s). The DTC can find the students’ SSIDs by going to Settings > Students and selecting the View Students tab. The DTC’s district will auto populate. If desired, the school (optional) can be chosen from the school drop-down menu. Select Search. A table of currently enrolled students will be generated. The first column in the table has the students’ SSIDs.

## VIEW PARENT RECORDS

When using registration codes, the functions of viewing parent records will use the same steps as in Option 1: Standard Upload with Parent Upload Template.

To view parent-to-student connections, follow the steps in View Parent Records.

## ADD AND EDIT PARENT-TO-STUDENT CONNECTION UNDER OPTION 2

If the DTC has the email address for a parent, the DTC can create a parent-to-student connection manually, one at a time. However, if the DTC does not have the email address for a parent, the DTC must use registration codes following the steps in Option 2: Parent Registration Codes.

To manually add parent-to-student connections, follow the process in in the subsection Add: Manual.

To manually edit parent-to-student connections, follow the process in in the subsection Edit: Manual.