



myStudent Documentation

Navigating the Parent Portal

Portal Page

Once a login is created and a student is attached, you will be signed in to the Portal. Parents are able to view useful notifications and information related to their child, including real-time alerts and messages through their Portal Page.

1. **myStudent Logo**– Click on the logo to return to the portal page
2. **User Name** – Displays your first and last name
3. **School Name** – Select the name of the school your child attends, if they have multiple enrollments
4. **School year pull-down**–Navigates between the current year and prior/future years
5. **Child(ren's) name**- Parents with multiple students can switch between their children by using this dropdown
6. **Marking Period pull-down** – Displays a list of available marking periods during the school year. Defaults to the currently active marking period
7. **Main Menu**- Drop down menus that allows users to navigate to different screens within Focus
8. **Alerts**-These are any alerts specific to the user's child such as: Absences, Referrals, or Unpaid Fees. This field also displays Upcoming Assignments for the Secondary level.
9. **Messages**- Messages by the user's child's school or district and fees
10. **Upcoming Events**-District/school calendar of upcoming events the user can click on the View Calendar link to view the school's calendar for the entire year
11. **Featured Programs**-Lists the user's child's/children's classes along with their current grade for secondary schools. Clicking the course or grade links will take the user to the Assignments & Grades screen for the student's class.
12. **Email Notifications**- Set up Email Notifications to keep up with your child(ren)'s portal information
13. **Search** – Enter Keywords to search the Main Menu and Schedule
14. **Help**- Provides Contextual help for the current page
15. **Logout**- Closes the myStudent application, the system will time-out after 24 minutes of inactivity

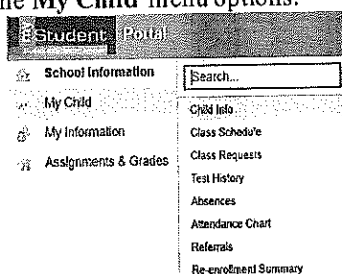


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My Child Menu

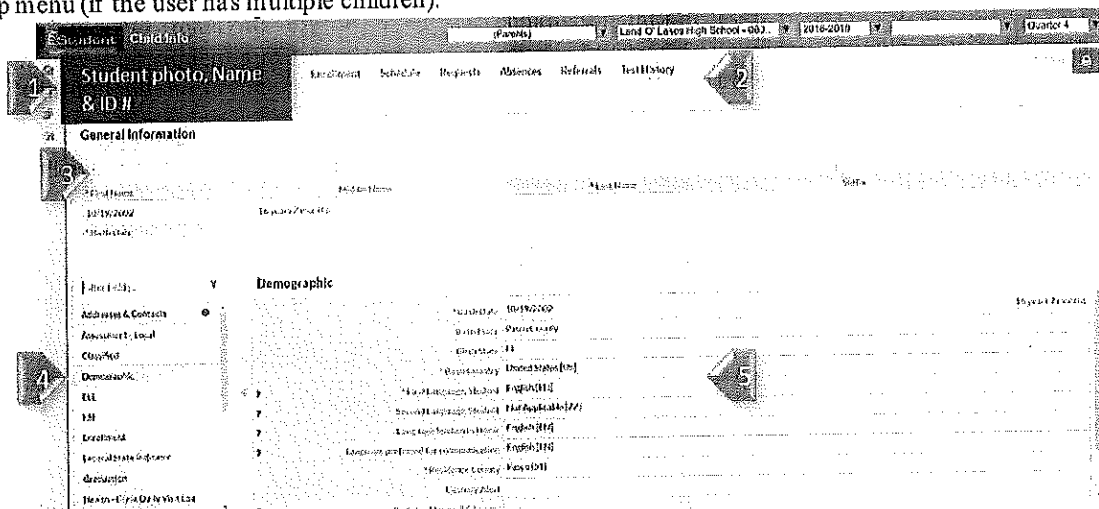
The myStudent Parent Portal is a tool designed to enhance parent's access to their child's education. Parents can review their student's information, course history, graduation requirements, attendance and more. The **My Child** menu shows each of the pieces the user, as the parent, can access.

The following section reviews the **My Child** menu options:



Child Info

The **Child Info** screen lists demographic information regarding the user's child. Parents can review any of the information for accuracy and contact the school if changes should be made. Select a child from the top menu (if the user has multiple children).



1. This is the student's name. By clicking on the name, a box will appear with the General Information of the student.
2. Click on the tabs across the top to view Student information. See below for more information.
3. This **General Information** area can collapse by clicking on the student's name.
4. The demographic menu allows the user to view demographic information for the student. The Filter Fields box can be used to search for a specific screen. The user can click the arrow to close the list of screens and expand the student information section of the screen.
Note: Clicking on the arrow will reopen the list of screens.
5. The main screen will display the information/screen selected.

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Enrollment

The Enrollment Sub-menu displays the student's enrollment record data and Graduation Requirement Program. The chart layout (default view) allows users to scroll horizontally. Clicking Return to Enrollment returns users to the horizontal chart view.

Student photo, name and ID

Enrollment Schedule Requests Absences Referrals Test History

Filter fields...

Year	School	Grade Level	Enrollment Date	Drop Date	Second School	Prior District	Prior State	Prior County	Educational Choice
2019-2020	Land O' Lakes High School - 0801 (HS)	11	09/12/2019			51 - Pasco	FL - Florida	US - United States	Z - Not Applicable
2018-2019	Port Charlotte - 10 (HS)	10	10/01/2018			51 - Pasco	FL - Florida	US - United States	Z - Not Applicable
2018-2019	Land O' Lakes High School - 0801 (HS)	10	09/17/2018			51 - Pasco	FL - Florida	US - United States	A - Controlled Open Enrollment
2017-2018	Port Charlotte - 10 (HS)	09	10/01/2017	07/10/2018		51 - Pasco	FL - Florida	US - United States	Z - Not Applicable
2017-2018	Land O' Lakes High School - 0801 (HS)	09	09/14/2017	05/23/2018		51 - Pasco	FL - Florida	US - United States	A - Controlled Open Enrollment
2016-2017	Port Charlotte - 10 (HS)	08	03/15/2016	05/24/2017		51 - Pasco	FL - Florida	US - United States	A - Controlled Open Enrollment

By clicking on View, the user will be able to view the details of the enrollment.

Student photo, name and ID

Enrollment Schedule Requests Absences Referrals Test History

Filter fields...

Return to Enrollment

Year	School	Grade Level	Enrollment Date	Drop Date	Second School	Prior District	Prior State	Prior County	Educational Choice
2018-2019	Land O' Lakes High School - 0801 (HS)	10	09/19/2018						

Graduation Requirement Program: Standard 24 Credit (not met)

Schedule

The Schedule Sub-menu displays the student's current schedule.

Lunch 11:27 - 11:57

7 Classes at Land O' Lakes High School - 0801 (HS)

Customize Columns Search

Course	Period - Teacher	Course Number	Section	Meeting Days	Room	Term	Enrolled	Dropped
ANAT PHYSIO HON	Period 01 - 001 - Andrea Michelle Smiley	20005802	001	MTWTF	01-118	Full Year	Oct 2, 2018	-
PEER PARTNER LANG	Period 02 - 002 - Robert S Scully	14003402	0202	MTWTF	01-503	Full Year	Oct 1, 2018	-
AP EURO HIST	Period 03 - 1B01 - Andrew D Camp	21009802	1B01	MTWTF	01-406	Full Year	Oct 1, 2018	-
ENG HON 2	Period 04 - 010 - Ashley N Contreras	10013802	010	MTWTF	01-403	Full Year	Oct 1, 2018	-
ESCHOOL ON CAMPUS	Period 05 - 0505 - Tyler Montgomery Farr	ZZESCMZ	0505	MTWTF	01-537	Full Year	Oct 2, 2018	-
ESCHOOL ON CAMPUS	Period 08 - 0808 - Tyler Montgomery Farr	ZZESCMZ	0808	MTWTF	01-537	Full Year	Oct 1, 2018	-
ESE CONSULT-AS-NEEDED	Period 15 - 1515GIFT - Ayesha Imani Cisset	ZZASNCNZ	1515GIFT	MTWTF	01-503A	Full Year	Aug 13, 2018	-



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Requests

The Requests Sub-menu allows a user to view 6th-12th grade student requests, if entered at the school level.

6 Requests And 4 Alternates
6.00 Credits And 6.00 Units

Approved by Counselor: No Locked for Students: No

If you would like to view course requests for the 2019-2020 school year, please click here: [Switch to 2019-2020](#)

Course	Credits	Course #	Effective Priority	Term	With Teacher	Without Teacher	With Period	Without Period	Approved By Teacher	Last Modified By
ALG 2 HON (12003402)	1.00	12003402			Smith, Amy					Morgenstein, Jeff
ANAT PHYSIO HON (20003602)	1.00	20003602								Baker, Jillian
AP ENG COMPO (10014202)	1.00	10014202								Morgenstein, Jeff
AP ENV SCI (20013602)	1.00	20013602	3							Baker, Jillian
AP ENV HST (21093602)	1.00	21093602								Baker, Jillian
AP MACROECON (21023702)	0.50	21023702	4							Baker, Jillian
AP PSYCH (21073502)	1.00	21073502	2							Baker, Jillian
AP US GOVT/POL (21064202)	0.50	21064202	4							Baker, Jillian
FL PRE-IB CHINESE (20038002)	1.00	20038002								Baker, Jillian
FL PRE-IB SPANISH 2 (07088102)	1.00	07088102								Baker, Jillian

Absences

The Absences Sub-menu displays an Absence Summary of the student's attendance.

Demographic	Enrollment	Schedule	Requests	Absences	Referrals	Test History
Absent: 50 periods (during 14 days)						
Other Absences: 32 periods (during 10 days)						
Unexcused Absence: 14 periods -- 2 days						
Excused Absence - Other: 45 periods -- 6 days						
Religious: 0 periods						
Medical: 0 periods						
Judicial: 0 periods						
Death in Family: 0 periods						
Out-of-School Suspension: 0 periods						
Other Absences: 32 periods (during 10 days)						
Unexcused Tardy: 1 periods						
Non-Absence School Related Activity: 0 periods						
Non-Absence Care: 0 periods						
Non-Absence Taking Assessment: 17 periods						
Non-Absence On Campus: 1 periods						
Non-Absence Intervention: 0 periods						
Excused Tardy: 2 periods						
Tardy and Left Early Same Period: 0 periods						
Left Early/Early Dismissal in Period: 11 periods						
Total Full Days Possible: 172						
Total Full Days Attended: 164 (95.35%)						
Total Full Days Absent: 8 (4.65%)						
Enrollment Dates: Aug 13, 2018 - ...						
25 Days						
Date	Daily	01	02	03	04	05
May 10, 2019	Present	NAS	NAS			
May 8, 2019	Present	NAS	NAS	ET	NAS	NAS
May 3, 2019	Present				ET	ET
Apr 12, 2019	Present				ET	ET
Apr 10, 2019	Present	NAS	NAS	ET		
Apr 6, 2019	Present	ET	ET	ET	ET	ET
Apr 3, 2019	Present	NAS	NAS	NAS	NAS	

Referrals

The Referrals Sub-menu allows users to view a list of referrals the student has received. A user can also opt to view referrals from other schools the student has attended, as well as previous year referrals on the student.

Demographic	Enrollment	Schedule	Requests	Absences	Referrals	Test History
2 Referrals Found						
Student	Student ID	Grade	Reporter	Entry Date	Submission Date	Processed
	12	Grade 10	Grade 10	10/10/2018	11/01/2018	Yes
	12	Grade 10	Grade 10	11/01/2018	11/01/2018	Yes
Location	Location	Location	Location	Location	Location	Location
	Postgraduate (P)	Postgraduate (P)	Postgraduate (P)	Postgraduate (P)	Postgraduate (P)	Postgraduate (P)
Parent Requested Appeal Rights	Parent Requested Appeal Rights	Parent Requested Appeal Rights	Parent Requested Appeal Rights	Parent Requested Appeal Rights	Parent Requested Appeal Rights	Parent Requested Appeal Rights
	Y	Y	Y	Y	Y	Y
Location	Location	Location	Location	Location	Location	Location
	Classroom (CL)	Classroom (CL)	Classroom (CL)	Classroom (CL)	Classroom (CL)	Classroom (CL)
Location	Location	Location	Location	Location	Location	Location
	Classroom (CL)	Classroom (CL)	Classroom (CL)	Classroom (CL)	Classroom (CL)	Classroom (CL)





Navigating the Parent Portal

[illegible]

The Test History Sub-menu displays a list of all imported tests the student has taken. It also displays the administration date, the school year, and grade level for each test.

26 Test Administrations											
Test	Administration Date	School Year	Grade Level	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Administered	School Administered	Test Publication Year
Language Assessment Scores (LAS)	Aug 28, 2016	2015-2016	10	-	-	-	-	No	-	-	-
IPT (IPT)	Aug 20, 2016	2015-2016	-	-	-	-	-	No	-	-	-
SAT Reasoning (SA3)	Aug 1, 2016	2015-2016	10	-	-	-	-	Yes	61	-	-
Local Assessment (LC2)	Nov 10, 2015	2015-2016	-	-	-	-	-	No	-	-	-
Local Assessment (LC2)	Oct 9, 2015	2015-2016	-	-	-	-	-	No	-	-	-
Duval Reads (DRLA)	Nov 14, 2014	2014-2015	10	-	-	-	-	No	-	-	-

From the My Information menu, Parents can configure Display Options and Notifications. Preferences can be selected for language, colors and layout of the portal page.

Preferences









Allows you to edit personal preferences.

Display Options

Language

☒ English
 ☐ Français
 ☐ Português
☐ Español
 ☐ Kreyòl
 ☐ 日本語
☐ русский
 ☐ tiếng Việt
 ☐ English (Canada)
☐ 中文

Highlight Color

☒ 
☐ 
☐ 
☐ 
☐ 
☐ 
☐ 
☐ 

Student Info Layout

One Column

Use Sidebar Menu

☒

Default Filters On

☐

Menu Icons

☐

Date Format

▼

May ▼

17 ▼

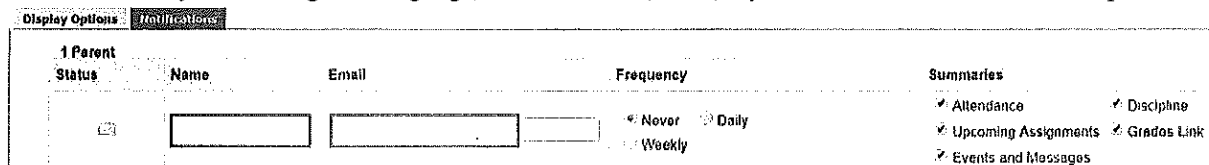
2019 ▼

☒ Month Day, Year
 ☐ Day Month, Year

Navigating the Parent Portal

Display Options Tab

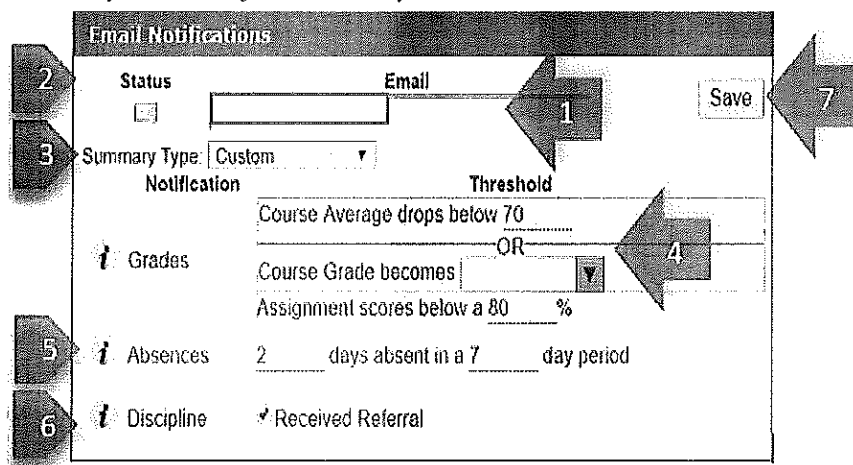
Allows you to change the language, menu locations, color, layout and date format of the focus portal.




Notifications

Allows the user to set the frequency and type of notifications

Custom notifications need to be selected from the Email Notifications section on the Portal Page. Options are available to set thresholds for when notifications are sent about grades, attendance and discipline. *Note: Some notifications are only available for Secondary level students.*



1. The email that will receive notifications. This can be updated by clicking on it.
2. Once a verification email is sent, parents can check the status of the verification.
3. Parents can decide how often they would like to receive notifications. (Daily, Weekly or Custom) Only the Custom option provides the choices for grades and absence thresholds.
4. Enter a course grade average, course letter grade or Assignment score % as a threshold. (Secondary)
5. Select the number of days absent within a specified number of days.
6. Receive notice if the student receives a referral
7. Select Save to update changes.

Note: Hovering or clicking on the  will give the user instructions.



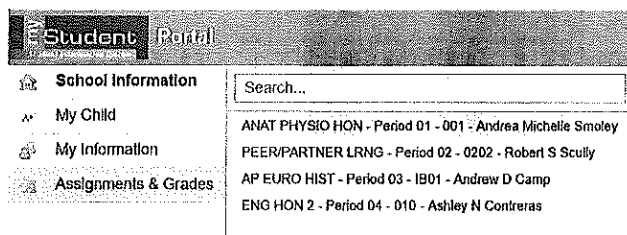
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Navigating the Parent Portal

Assignments & Grades (SECONDARY Students ONLY)

The myStudent Parent Portal is a tool designed to enhance parent's access to their child's education. Parents can monitor their child's progress in school by clicking the link for each class. This will provide access to both assignments and grades that are entered by the teacher throughout the school year.

The **Assignments & Grades** menu lists all the classes, at the selected school, that your child is enrolled in.



...or by clicking on the class name or grade link in the **Featured Programs** block:

Algebra 1 - 01 01 - 146ALGB1 - Jennifer Cunningham [Not Graded](#)

Once the user selects a class, a detailed view of your child's performance appears. From this screen, the parent can see a detailed breakdown of the classroom assignments. Listed at the top of the screen is a breakdown of the classroom assignment categories and their percentage towards final grade. Under the Percent of Grade, your child's score in each category is listed. The assignments section lists all of the tests, classwork, homework, projects etc. for the class. Each assignment grade, possible points, grade percentage, teacher comments, assigned date, due date, category, related files are viewable and date of last modification.

	Classwork/Homework	Tests/Quizzes	Weighted Grade
Percent of Grade	25%	25%	50%
Your Child's Score	100% A	95% A	78% C
Current grade in class:	88% B		88% B

Assignment	Points	Grade	Comments	Assigned	Due	Category	Assignment Files	Date Last Modified
DF Review Packet	48.5 / 60	97%		May 9, 2019 08:17 AM	May 21, 2019 09:17 AM	Tests/Quizzes		May 22, 2019, 8:55 am
Regulation & Reproduction Test	88 / 100	88%		May 13, 2019 11:13 AM	May 13, 2019 12:13 PM	Tests/Quizzes		May 15, 2019, 7:53 am
Regulation & Reproduction WTK	100 / 100	100%		May 13, 2019 11:12 AM	May 13, 2019 12:12 PM	Classwork/Homework		May 15, 2019, 7:45 am
Regulation & Reproduction OR	100 / 100	100%		May 13, 2019 11:11 AM	May 13, 2019 12:11 PM	Classwork/Homework		May 14, 2019, 11:16 am

Viewing Marking Period Final Grades (ELEMENTARY and SECONDARY Students)

At the end of a marking period, parents can log in to see final grades. A link to view Progress Reports and Report Cards will be available in the Alerts section of the portal. Once the marking period is over, parents will notice the course grades will reset to "Not Graded" at the beginning of a marking period.





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Navigating the Parent Portal

FREQUENTLY ASKED QUESTIONS:

- **WHO SHOULD USE myStudent Parent Portal?**
myStudent Parent Portal is available to all parents or guardians of Pasco County School District for students PK-12.
- **HOW DO I CREATE AN ACCOUNT?**
Please contact your student's school to receive log-in information or visit the Pasco County Schools Website (pasco.k12.fl.us) and select the Parents link in the green ribbon. Scroll down to the Parent Access to myStudent and click the link. If you have students in multiple grade levels or schools, you need to contact each school to access the student's Parent PIN number.
- **WHAT HAPPENS WHEN MY CHILD MOVES TO ANOTHER SCHOOL?**
myStudent Parent Portal accounts roll over from year to year, so when your child moves from middle to high school, you do not have to create a new account. Also, if your student moves to another school within Pasco County, your account will be updated with the new school information once the enrollment is complete.
 - **I CAN'T REMEMBER MY PASSWORD?**
If you have forgotten your username or password, please reset the password from the parent portal screen. You will be emailed with a replacement password that you can use to login, then reset the password to a selection of your choice after re-entry.
- **HAVING PROBLEMS?**
If you are experiencing problems with logging in or navigating the site, please contact Tech Help at 813-794-2859. If you have questions about your student's information, such as grades, attendance, discipline, or addresses and contacts, please contact your student's school.

