



"Dedicated to developing life-long learners prepared to succeed in an ever changing world"

Independent School District 317 Deer River Public Schools

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Dear Parent/Guardian:

The Parent Portal on the ISD 317 Deer River web site is available for you to access important, timely, and relevant information about your child. At anytime, you can view the following information about your child from your home computer.

- Class Schedule
- Attendance
- Behavior
- Lunch Accounts
- Assessments
- Fees
- Current class progress report(grade)
- Class assignments and tests including points earned or grades recorded

Steps to follow to access the Parent Portal and student information.

1. Access the Internet and call up the District web site.
www.isd317.org
2. Click on “Quick Links” and then on “Parent Portal”.

The screenshot shows the website header with the Deer River logo and navigation tabs: Home, Alumni, Contact Us, District, Quick Links, School Board, Schools, Staff, Weblinks. A search bar is on the left. The 'Quick Links' dropdown menu is open, listing various resources. An arrow points to the 'Parent Portal' link in this menu. On the right, there is a 'Latest District News' section with several agenda links. The main content area features a quote and a photo of a group of people.

3. Enter your User Name and Password, then click “Log In”. If you have not requested a User Name and Password, call Jan Swanson in the District Office at 246-2420, ext 211.

Note: If kept secure, your User Name and Password will allow only you to see your child's information, so please keep your login information secure. The PARENT PORTAL is a view only system - only the school can make changes.

4. Select the data you wish to view below the student's name.

Clicking on the links below each student's name will let you see specific information about that student (Schedule, Attendance, Behavior, etc). Clicking on "Account #" will let you see information like the example above, the students' lunch account information. See the last page for a more detailed description of the information available.

Date	Patron	Item	Cat	Debit	Credit
02/01/2010		Starting Balance			\$86.37
02/01/2010		HS Lunch	M	\$1.85	
02/01/2010		HS Lunch	M	\$1.85	
02/02/2010		HS Lunch	M	\$1.85	
02/02/2010		HS Lunch	M	\$1.85	
02/02/2010		X Milk	A	\$0.35	
02/03/2010		HS Lunch	M	\$1.85	
02/04/2010		HS Lunch	M	\$1.85	
02/05/2010		HS Lunch	M	\$1.85	
02/05/2010		1.25	A	\$1.25	
					\$0.50
		Net Balance		15.05	86.37
		End of Month Balance			71.32

- ✓ The Schedule detail will show the student's schedule for the year. Classes with notebook listed below are courses where assignment detail is available. Classes with an envelope listed below are links to teacher email addresses.
 - To view the assignments, click on the notebook. This will bring up the detailed assignment information, with possible points and score for all assignments in that class. You will be able to see which assignments have not been completed.
 - To email a teacher, click on the envelope link from the class schedule view. This should open up a new message with the teacher's address already populated in the To: field.
- ✓ The Attendance detail allows you to view all absences and tardies from the beginning of the school year. The column on the left lists the absences by term (quarter). The column on the right lists the absences by date.
- ✓ The Behavior detail lists all discipline events from the beginning of the child's first day of school.
- ✓ The Assessment detail allows you to view all assessment scores for district and state tests that your child has taken.
- ✓ The Fees detail gives you a list of all fines and/or fees that your child has accrued like lost/missing books, damaged books, missing gym locks, photo lab fees, etc.
- ✓ The Reports detail enables you to view and print report cards, transcripts and student schedules by using Adobe Acrobat.
- ✓ By clicking on Account # you will have access to detailed lunch account information.

The views and availability of reports and functions may be different for elementary and high school students.

If you have any questions or problems with the Parent Portal please contact Jan Swanson in the District Office at 246-8241, ext. 211

District Office

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