

Parent Portal Overview

Congratulations! You are now a Hubbe Parent Portal member and we are so happy to have you. We hope our parent portal improves your early learning and care experience. There are so many benefits to using the Hubbe Parent Portal, from applying for services online, electronically signing forms from anywhere, uploading required documentation at the click of a button, paying your family fees online, and more! This instruction sheet will provide a detailed overview of the parent portal landing page to assist you in navigating your account.

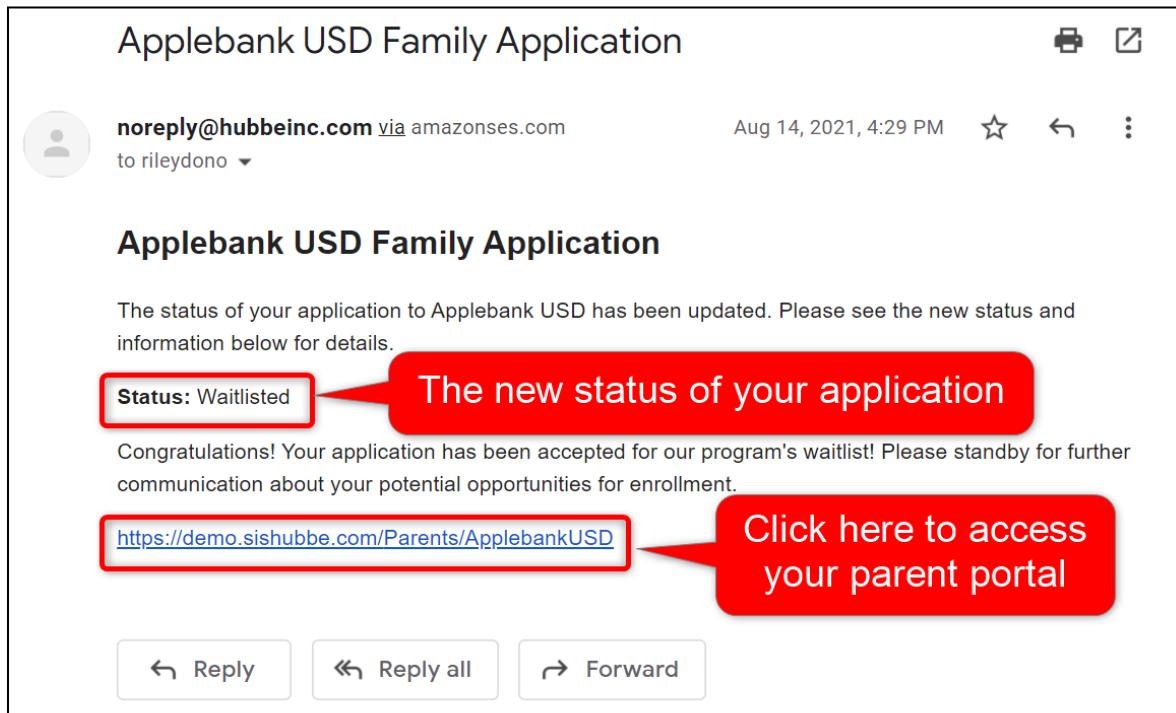
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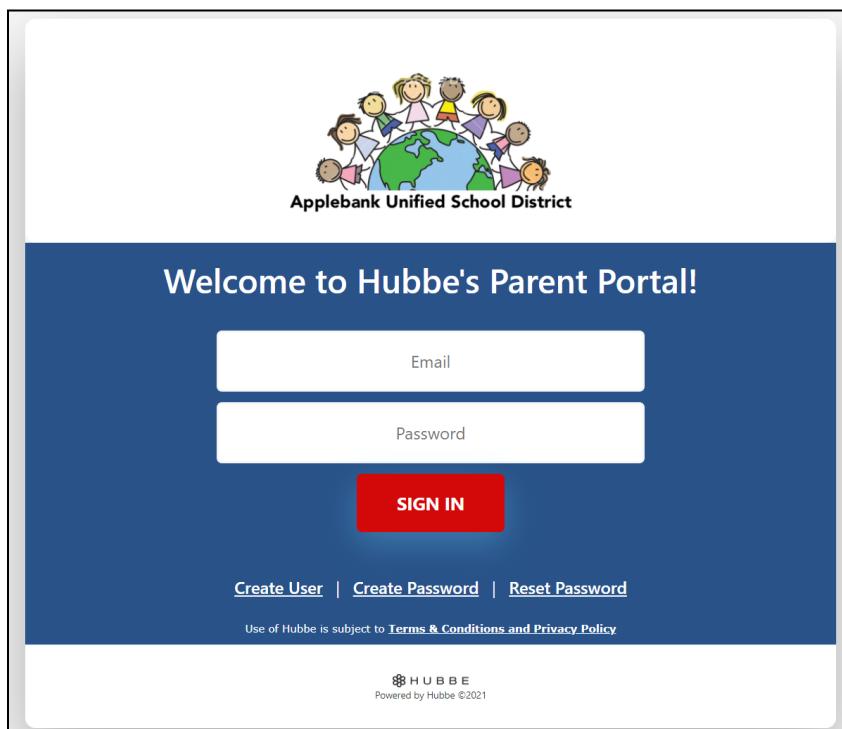
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Introduction

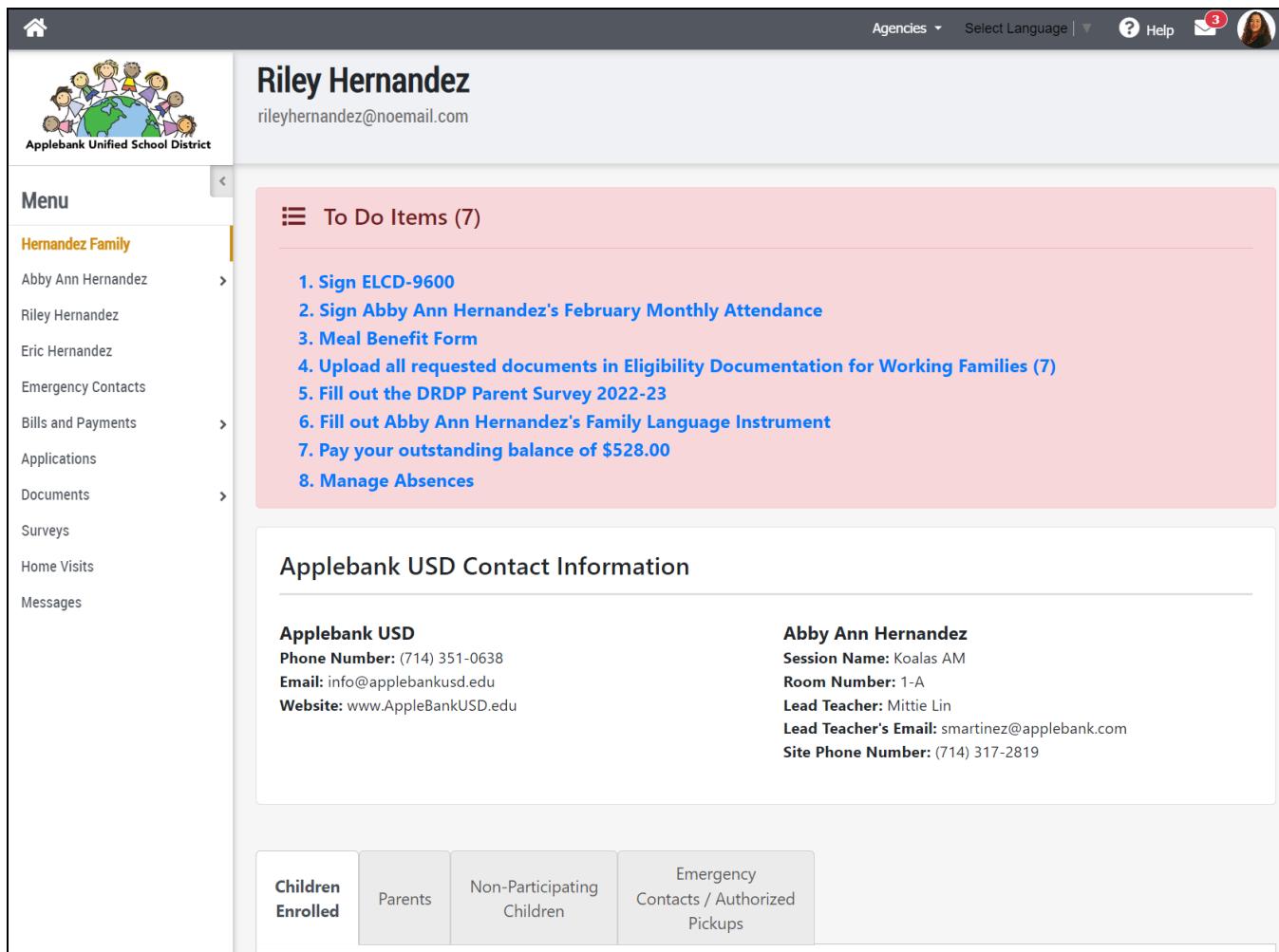
Once you have completed and submitted your family application, you will be notified via email when the status of your application has changed. Accordingly, after your application has been waitlisted, you will receive an email informing you of the application waitlist and will provide you with a link to your parent portal.



Upon clicking the link, you will be prompted with the parent portal login page. Use the login username and password that you used to create an account to complete the family application.



You will now be able to access the main parent portal account where you have the ability to view completed documents, provide eSignatures, review family information, and view child reports.



Agencies ▾ Select Language | ? Help 

Riley Hernandez
rileyhernandez@noemail.com

Menu

Hernandez Family

- Abby Ann Hernandez
- Riley Hernandez
- Eric Hernandez
- Emergency Contacts
- Bills and Payments
- Applications
- Documents
- Surveys
- Home Visits
- Messages

To Do Items (7)

1. Sign ELCD-9600
2. Sign Abby Ann Hernandez's February Monthly Attendance
3. Meal Benefit Form
4. Upload all requested documents in Eligibility Documentation for Working Families (7)
5. Fill out the DRDP Parent Survey 2022-23
6. Fill out Abby Ann Hernandez's Family Language Instrument
7. Pay your outstanding balance of \$528.00
8. Manage Absences

Applebank USD Contact Information

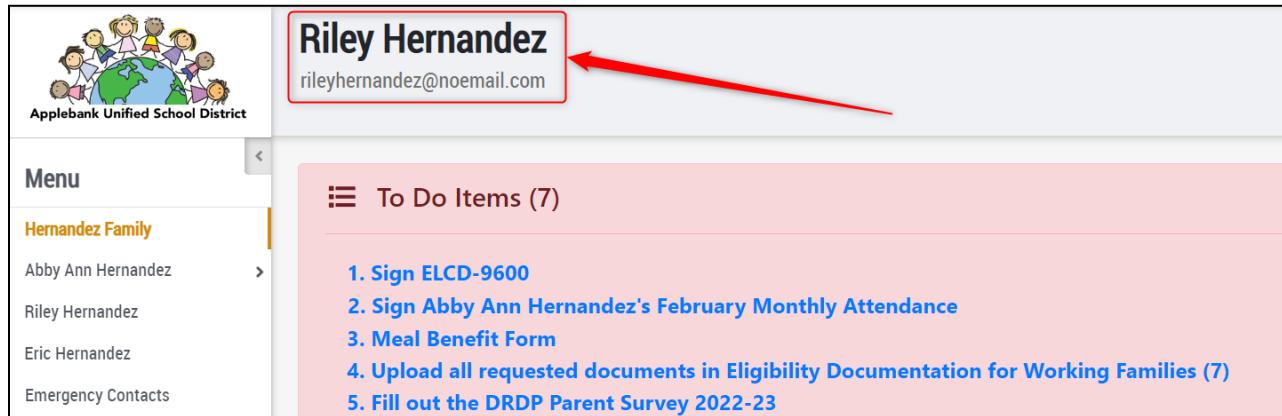
Applebank USD
Phone Number: (714) 351-0638
Email: info@applebankusd.edu
Website: www.AppleBankUSD.edu

Abby Ann Hernandez
Session Name: Koalas AM
Room Number: 1-A
Lead Teacher: Mitie Lin
Lead Teacher's Email: smartinez@applebank.com
Site Phone Number: (714) 317-2819

Children Enrolled **Parents** **Non-Participating Children** **Emergency Contacts / Authorized Pickups**

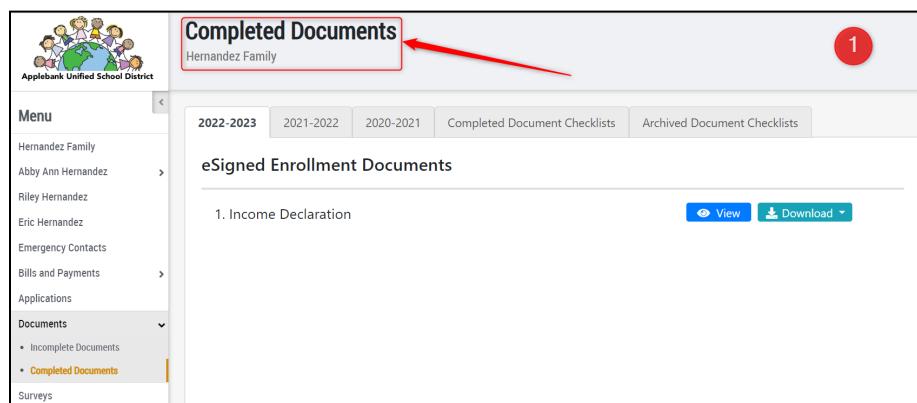
The Top Ribbon

At the top of the parent portal landing page there is a banner with the parent's name who signed into the account. This banner is referred to as the top ribbon. As you navigate through your account, you can look at the top ribbon as a landmark of where you may be in the portal.

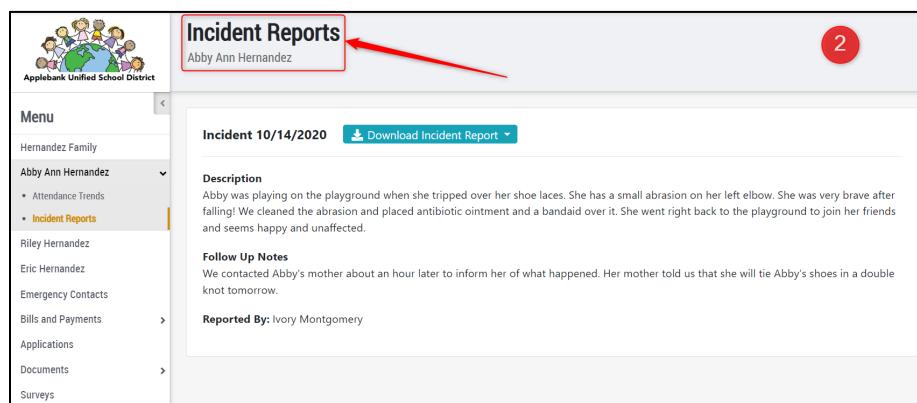


The screenshot shows the Applebank Unified School District parent portal. At the top, there is a banner with the name "Riley Hernandez" and the email "rileyhernandez@noemail.com", both enclosed in a red box. A red arrow points to this banner. Below the banner is a "To Do Items" section with a list of five tasks, each in blue text: 1. Sign ELCD-9600, 2. Sign Abby Ann Hernandez's February Monthly Attendance, 3. Meal Benefit Form, 4. Upload all requested documents in Eligibility Documentation for Working Families (7), and 5. Fill out the DRDP Parent Survey 2022-23. To the left of the banner is a "Menu" sidebar with options like Hernandez Family, Abby Ann Hernandez, Riley Hernandez, Eric Hernandez, and Emergency Contacts.

Below are two images which highlight the top ribbon of a parent who has navigated to their completed documents (reference Image 1) and their child's incident reports (reference Image 2).

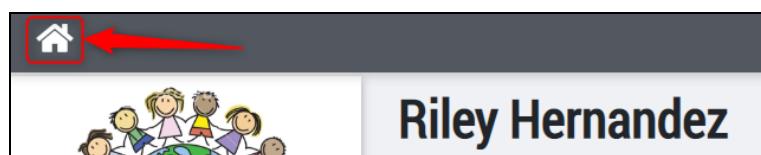


The screenshot shows the "Completed Documents" section of the portal. The top ribbon banner "Completed Documents" is highlighted with a red box and an arrow. A red circle with the number "1" is in the top right corner. The page displays a list of completed documents, with the first item being "1. Income Declaration" and buttons for "View" and "Download". The left sidebar shows the "Documents" section under "Completed Documents".



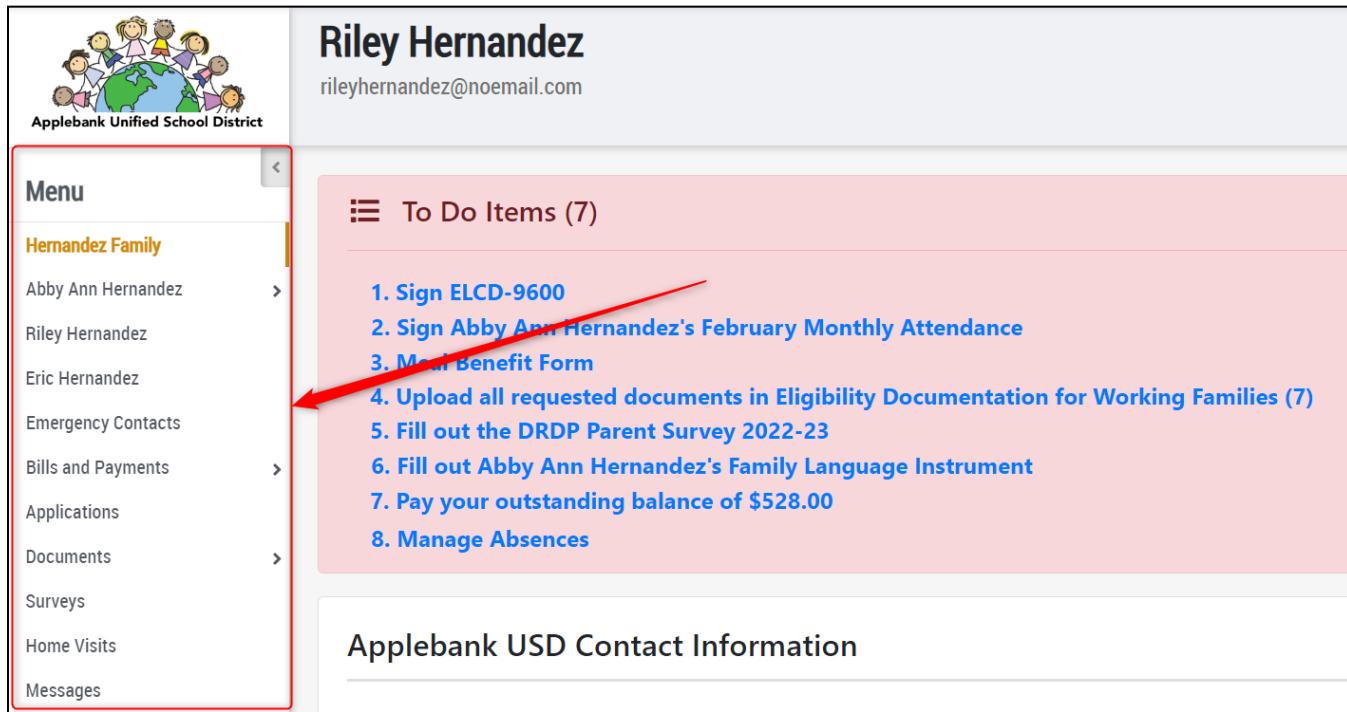
The screenshot shows the "Incident Reports" section of the portal. The top ribbon banner "Incident Reports" is highlighted with a red box and an arrow. A red circle with the number "2" is in the top right corner. The page displays an incident report for "Incident 10/14/2020" with a "Download Incident Report" button. The left sidebar shows the "Incident Report" section under "Abby Ann Hernandez".

Note: You can easily access the home landing page of your portal account by clicking on the "Home" button in the top menu located on the upper left side of every page.



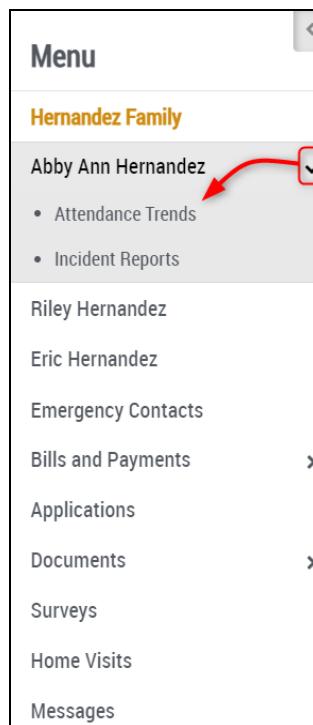
Family Menu

A parent can view the information that has been entered either by himself/herself or their agency administrators concerning their family, as well as manage his/her documents. The Hubbe Parent Portal has placed these activities into an easily accessible **Menu** located to the left side of your screen.



The screenshot shows the Hubbe Parent Portal interface. At the top, there is a logo for Applebank Unified School District featuring a globe and children. Below the logo, the user's name, Riley Hernandez, and email, rileyhernandez@noemail.com, are displayed. On the left, a vertical menu is shown with a red box around it. The menu items include: Hernandez Family (highlighted in orange), Abby Ann Hernandez, Riley Hernandez, Eric Hernandez, Emergency Contacts, Bills and Payments, Applications, Documents, Surveys, Home Visits, and Messages. A red arrow points from the 'Emergency Contacts' menu item to a pink-highlighted section titled 'To Do Items (7)' on the right. This section lists the following tasks: 1. Sign ELCD-9600, 2. Sign Abby Ann Hernandez's February Monthly Attendance, 3. Mail Benefit Form, 4. Upload all requested documents in Eligibility Documentation for Working Families (7), 5. Fill out the DRDP Parent Survey 2022-23, 6. Fill out Abby Ann Hernandez's Family Language Instrument, 7. Pay your outstanding balance of \$528.00, and 8. Manage Absences. Below this is a section titled 'Applebank USD Contact Information'.

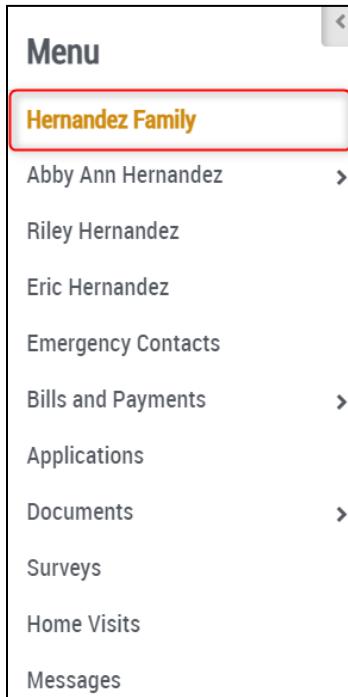
The menu holds records for viewing your child's attendance data, incident reports, parent records, emergency contacts, family fees, family applications, documents requested by your agency, and parent surveys. Think of these items as buttons that, when pressed, will direct you to the activity associated with each title. If you notice the carrot next to a menu item, this indicates that the main menu item has a sub-menu that will appear when clicked.



This screenshot shows a sub-menu for the 'Abby Ann Hernandez' item in the main menu. The sub-menu includes: Attendance Trends and Incident Reports. Other menu items listed are: Riley Hernandez, Eric Hernandez, Emergency Contacts, Bills and Payments, Applications, Documents, Surveys, Home Visits, and Messages.

Family Overview

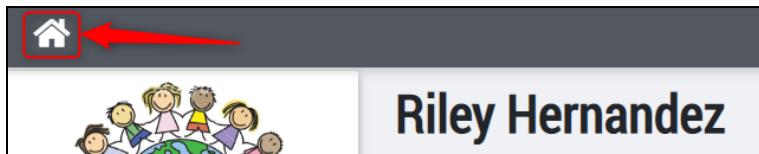
The first menu item in the Family Menu is your family's name. This is the landing page for your parent portal account, which means it is the first page you will view once you have logged in.



This item gives you access to family information in one, easy location.

A screenshot of a family profile page for 'Riley Hernandez'. The page includes: 1. A 'To Do Items' section with 8 items listed. 2. 'Applebank USD Contact Information' with details for Abby Ann Hernandez. 3. A 'Children Enrolled' section with tabs for Parents, Non-Participating Children, and Emergency Contacts / Authorized Pickups. 4. A 'Child Details' section for Abby Ann Hernandez, showing her student ID, initial entry date (10/19/2020), and subsidy type (CSPP). It also lists her age (5 years), date of birth (10/4/2017), gender (Female), language (English), ethnicity (Not Hispanic or Latino), race (American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander), and medical risks (Allergies: grass). Other details include English Learner status (Yes), QRIS consent (Yes), parent decline ASQ (No), and agency information (Applebank USD, Riverbank CDC, Koalas AM, ScheduleWeek).

To navigate back to the “Family Overview” page at any point, click on the “Home” button in the top menu located on the upper right of your screen.



The “To Do Items” box serves as important reminders of actions needed from you. Agency administrators will send items to this box when they require a signature, a document upload, or parent survey responses from your family, among other actions. The box will appear red if you need to complete an action with a list of the specific actions. Once you have completed all the actions in the box, it will change to green. You can click on any item in the box to navigate to the location where you can provide a signature or upload a document, for example. It is important to complete the actions needed in this box to complete the family intake process.

A screenshot of the "To Do Items" section within the application. The section has a light pink background. At the top left, there is a list icon followed by the text "To Do Items (7)". A red callout bubble with a black border and white text points to this area, stating: "Displays the number of actions needed, totaled from the items below". Below this, a numbered list of tasks is shown in blue text: 1. Sign ELCD-9600, 2. Sign Abby Ann Hernandez's February Monthly Attendance, 3. Meal Benefit Form, 4. Upload all requested documents in Eligibility Documentation for Working Families (7), 5. Fill out the DRDP Parent Survey 2022-23, 6. Fill out Abby Ann Hernandez's Family Language Instrument, 7. Pay your outstanding balance of \$528.00, and 8. Manage Absences. The item "7. Pay your outstanding balance of \$528.00" is highlighted with a red box. A red callout bubble with a black border and white text points to this highlighted item, stating: "Click on an item to navigate to the location you can perform the action in your account".

The “Agency Contact Information” card will display the phone number, email, and website of the agency and the student’s schedule information. Check to make sure that this information is accurate. If the remaining contact information is inaccurate, contact your child’s preschool or child care administrator.

A screenshot of the "Agency Contact Information" card. The card has a light grey background. At the top, the title "Applebank USD Contact Information" is displayed in a dark blue font. Below the title, there are two columns of contact information. The left column is for "Applebank USD" and the right column is for "Abby Ann Hernandez".

Applebank USD	Abby Ann Hernandez
Phone Number: (714) 351-0638	Session Name: Koalas AM
Email: info@applebankusd.edu	Room Number: 1-A
Website: www.AppleBankUSD.edu	Lead Teacher: Mittie Lin
	Lead Teacher's Email: smartinez@applebank.com
	Site Phone Number: (714) 317-2819

The tabs at the bottom of your Family Overview page will include “Children Enrolled,” “Parents,” “Non-Participating Children,” and “Emergency Contacts / Authorized Pickups.” Each tab will contain a tile for each person assigned to this family in the appropriate section. These tiles will display the information entered about the individual by the parent or agency administrator. Check to make sure all of this information is correct and contact your agency enrollment personnel if anything needs to be updated.

The screenshot shows the Family Overview page with the "Children Enrolled" tab selected. The page layout includes a header with tabs: "Children Enrolled" (selected), "Parents", "Non-Participating Children", and "Emergency Contacts / Authorized Pickups". Below the tabs are two buttons: "Add New Child to Waitlist" and "Add Existing Children to Waitlist". The main content area displays a child's profile for "Abby Ann Hernandez" with the status "Active". The profile includes the following information:

Information	Value
Student ID	ST16297213
Age	5 years
Date of Birth	10/4/2017
Gender	Female
Language	English
Ethnicity	Not Hispanic or Latino
Race	American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander
English Learner	Yes
Language	English
Medical Risks	• Allergies: grass
Initial Entry Date	10/19/2020
Subsidy Type	CSPP
QRIS Consent	Yes
Parent Decline ASQ	No
Agency	Applebank USD
Site	Riverbank CDC
Session	Koalas AM
Schedule	ScheduleWeek

Please note the blue “Add New Child to Waitlist” and “Add Existing Children to Waitlist” buttons that may be at the top of the “Children Enrolled” tab. These allow parents to start their own application for new or existing children in Hubbe, if enabled by your agency or center.

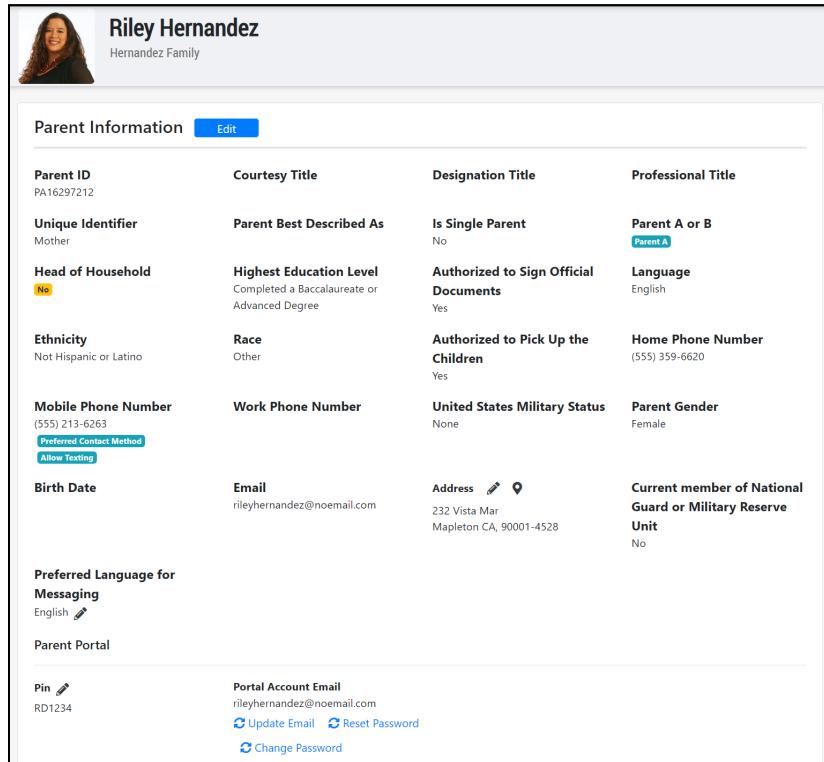
Parent A / Parent B

The next menu items are the Parent Records, with Parent A’s name followed by Parent B’s name. If there is only one parent assigned to this family, then you will only see Parent A’s name listed.

The screenshot shows the Parent Records menu for the "Hernandez Family". The menu items are:

- Menu
- Hernandez Family
 - Abby Ann Hernandez >
 - Riley Hernandez (highlighted with a red box)
 - Eric Hernandez (highlighted with a red box)
- Emergency Contacts
- Bills and Payments >

These items allow you to view the information entered for each parent listed. Make sure to check that the information listed in each parent card is correct and contact your agency enrollment personnel if anything needs to be updated.



The screenshot shows a Parent Information card for Riley Hernandez. At the top, there is a photo of Riley Hernandez and the text "Riley Hernandez" and "Hernandez Family". Below this is a "Parent Information" section with an "Edit" button. The card is divided into several sections:

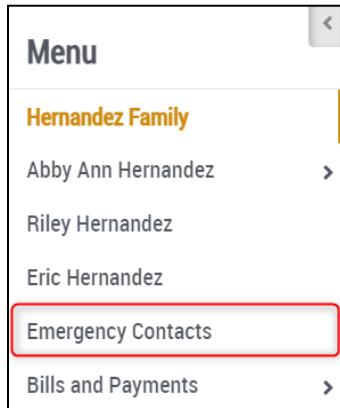
- Parent ID:** PA16297212
- Courtesy Title:** Riley Hernandez
- Designation Title:** Hernandez Family
- Professional Title:** Parent A or B (Parent A)
- Unique Identifier:** Mother
- Head of Household:** No
- Highest Education Level:** Completed a Baccalaureate or Advanced Degree
- Is Single Parent:** No
- Authorized to Sign Official Documents:** Yes
- Language:** English
- Ethnicity:** Not Hispanic or Latino
- Race:** Other
- Authorized to Pick Up the Children:** Yes
- Home Phone Number:** (555) 359-6620
- Mobile Phone Number:** (555) 213-6263
- Preferred Contact Method:** Email
- Allow Texting:** Yes
- Birth Date:** 1995-01-01
- Email:** rileyhernandez@noemail.com
- Address:** 232 Vista Mar, Mapleton CA, 90001-4528
- United States Military Status:** None
- Parent Gender:** Female
- Preferred Language for Messaging:** English
- Parent Portal:** Available
- Pin:** RD1234
- Portal Account Email:** rileyhernandez@noemail.com
- Update Email:** Yes
- Reset Password:** Yes
- Change Password:** Yes
- Current member of National Guard or Military Reserve Unit:** No

For details and instructions on updating your account login details (i.e., username, password, or PIN), please refer to the following instruction sheet: "[Updating Your Account Details.](#)"

If you would like to update information that is not editable, such as your phone number, language, child's date of birth, etc, please reach out to your agency to request an update be made. Some agencies will enable parents to edit these fields of information, in which case, you will notice a pencil icon like this  , click on this icon to make the edit yourself.

Emergency Contacts

The **Emergency Contacts** menu item gives you access to all emergency contacts assigned to your family.



Make sure to check that the information listed in each emergency record is correct. If emergency contact information needs to be updated, click on the blue “Edit” button at the top of the page. In the modal that appears, enter/edit the appropriate information and then click “Save.”

Riley Hernandez
Hernandez Family

Add Emergency Contact / Authorized Pickup

Jean Dono Emergency Contact Authorized Pickup	 
 Emergency Contact Id: EC16297214 Relationship: Grandmother Phone 1: (555) 785-1697 Email: jeandono@noemail.com PIN: JD7395 Gender: Female Primary Language: English	Carl Dono Emergency Contact Authorized Pickup
 Emergency Contact Id: EC16297215 Relationship: Grandfather Phone 1: (555) 278-4531 Gender: Male Primary Language: English	

Click the trash can to delete the contact

Click the pencil to edit the contact



Update Emergency Contact/Authorized Pickup

Select the type of contact:
 Emergency Contact Authorized Pickup Only

Photo



Upload or remove profile images

Emergency Contact ID EC16297214	First Name Jean	Last Name Dono	
Relationship To Child Grandmother	Gender Female	Phone Number 1 (555) 785-1697	
Phone Number 2	Email jeandono@noemail.com	Portal Pin JD7395 Example: AA1234 or 1234	
Address	City	State	Zip

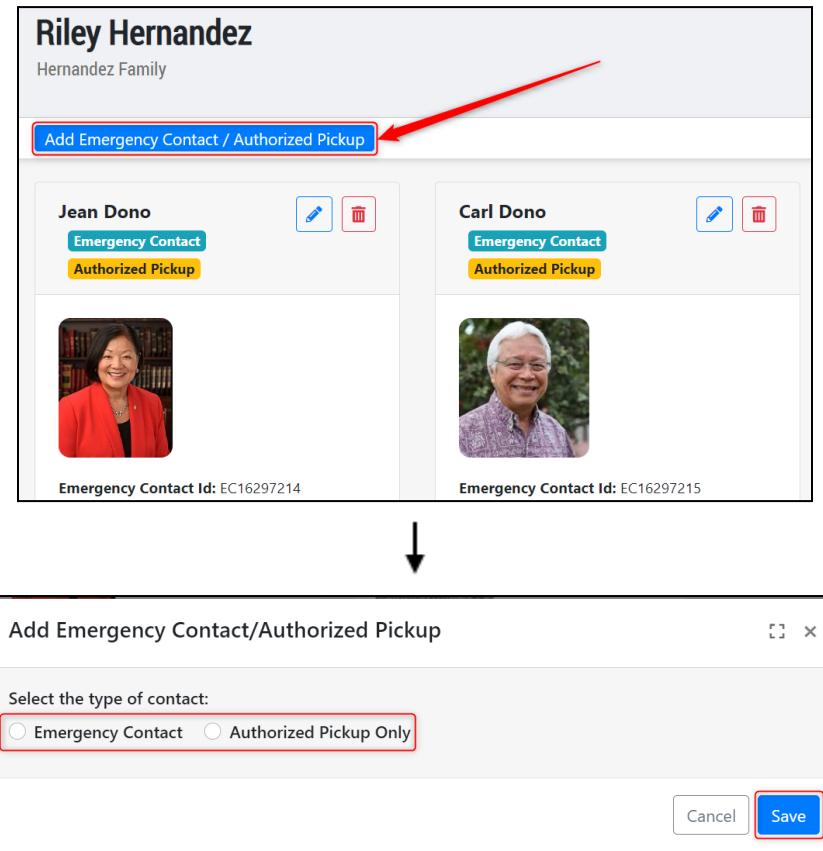
This emergency contact is Authorized to pick up the child(ren) from the school/childcare:
 No Yes

Primary Language
English

Cancel

Please note that you may see different things in your portal than seen here according to your agency or center's settings. One of these preferences would include being able to edit or add a contact.

To add a new contact, click the blue “Add Emergency Contact / Authorized Pickup” button at the top of the page. In the modal that appears, select the type of contact you’d like to add and then fill in the fields with the contact’s information. You must enter the following fields to be able to click “Save” and create the contact: First Name, Last Name, Phone Number, and Relationship to Child.



The screenshot shows a family contact list for 'Riley Hernandez'. It displays two contacts: 'Jean Dono' and 'Carl Dono', both listed as 'Emergency Contact'. Each contact has a photo, an edit icon, and a delete icon. Below each contact is their 'Emergency Contact Id'. A red arrow points to the 'Add Emergency Contact / Authorized Pickup' button at the top left of the list. A large downward arrow points from the list to the 'Add Emergency Contact/Authorized Pickup' modal.

Riley Hernandez
Hernandez Family

Add Emergency Contact / Authorized Pickup

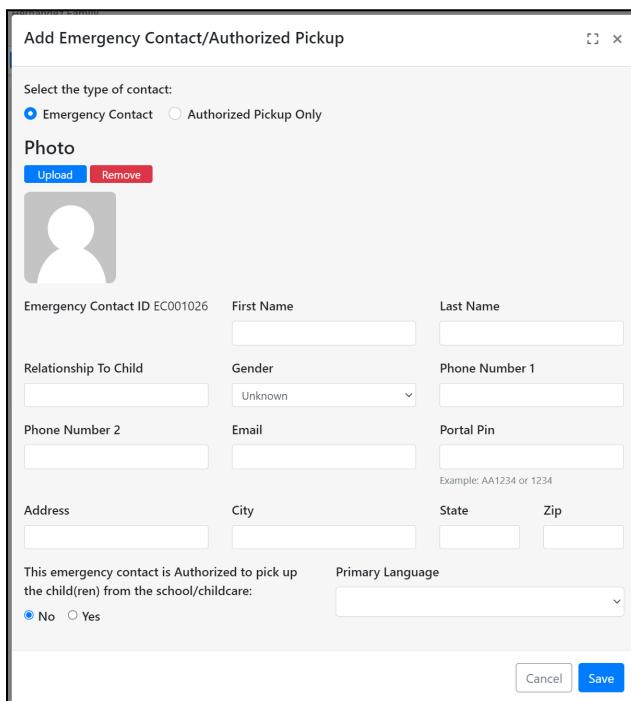
Emergency Contact	Authorized Pickup
 Jean Dono Emergency Contact Authorized Pickup Emergency Contact Id: EC16297214	 Carl Dono Emergency Contact Authorized Pickup Emergency Contact Id: EC16297215

Add Emergency Contact/Authorized Pickup

Select the type of contact:
 Emergency Contact Authorized Pickup Only

Save

If you select “Emergency Contact,” you will be redirected to the following modal:



Add Emergency Contact/Authorized Pickup

Select the type of contact:
 Emergency Contact Authorized Pickup Only

Photo

Emergency Contact ID EC001026 First Name _____ Last Name _____

Relationship To Child _____ Gender _____ Phone Number 1 _____

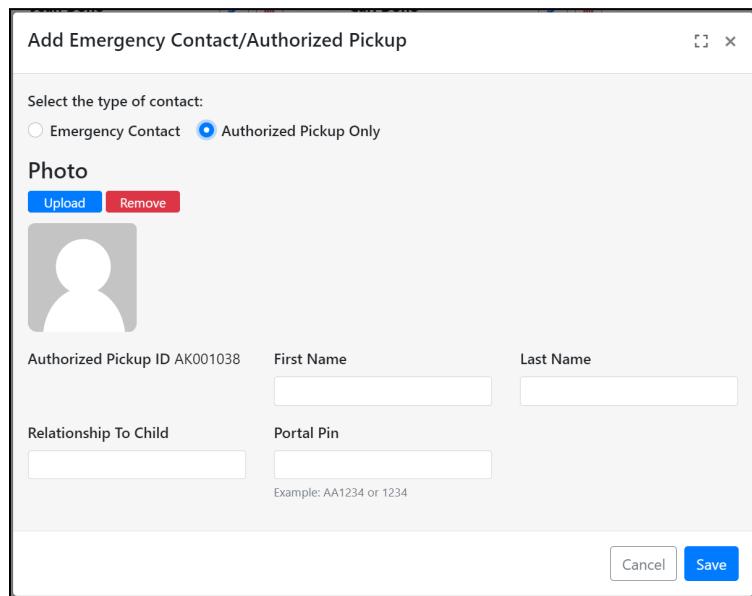
Phone Number 2 _____ Email _____ Portal Pin _____

Address _____ City _____ State _____ Zip _____

This emergency contact is Authorized to pick up the child(ren) from the school/childcare:
 No Yes Primary Language _____

Save

If you select “Authorized Pickup Only,” you will be redirected to the following modal:



Add Emergency Contact/Authorized Pickup

Select the type of contact:

Emergency Contact Authorized Pickup Only

Photo

Authorized Pickup ID AK001038

First Name

Last Name

Relationship To Child

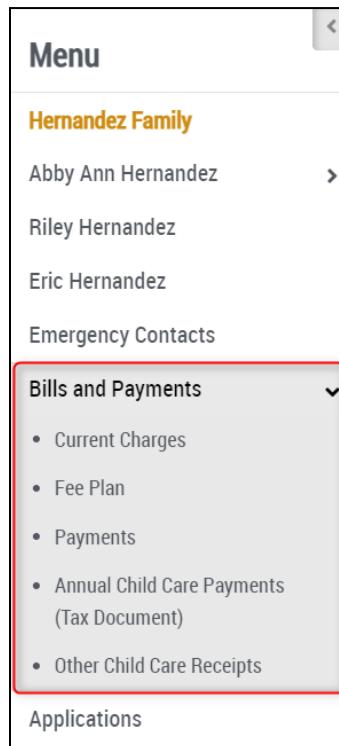
Portal Pin

Example: AA1234 or 1234

Note: The “Portal PIN” should be unique and begin with the person’s initials followed by 4-6 numbers. This PIN is used to sign-in/out the child in the eSignature Portal. If your emergency contact will be dropping off/picking up the child from class, provide them with a Portal PIN here.

Bills and Payments

The **Bills and Payments** menu item gives parents access to pay bills online, download statements, and view payment history. Please [click here](#) for more instructions on the **Bills and Payment** feature of the Hubbe Parent Portal.



If you click the **Current Charges** sub-menu item, you will be directed to a page where you can pay bills online, download your statement, as well as view your billing statements.

Hernandez Family Current Charges

Balance \$528.00 [Pay Online](#) [?](#)

Summary of Current Statement

April, 2022 [Download Billing Statement](#)

Showing 1 to 1 of 1 entries

ID	Child	Description	Date	Fees	Payment	Balance
FF10374601	Abby Hernandez	CDE/CDSS Family Fee Schedule 21-22 (Part Time)	3/11/2022	\$264.00		\$528.00

Total Outstanding Balance: \$528.00

If you click the **Fee Plan** sub-menu item, you will be directed to a “Fee Plans” page where you can view the details behind your fee amounts.

Hernandez Family Fee Plan

Account Number	Family Name	Student
HH16297211	Hernandez Family	Abby Ann Hernandez Click to view Schedules

Fee Plan

CDE/CDSS Family Fee Schedule 22-23			CDE/CDSS Family Fee Schedule 22-23		
Amount	Start Date	End Date	Amount	Start Date	End Date
\$259.00	7/1/2022	7/31/2022	\$518.00	8/1/2022	11/30/2022
Frequency	Child Name		Frequency	Child Name	
Monthly	Abby Ann Hernandez		Monthly	Abby Ann Hernandez	

CDE/CDSS Family Fee Schedule 22-23			CDE/CDSS Family Fee Schedule 22-23		
Amount	Start Date	End Date	Amount	Start Date	End Date
\$259.00	12/1/2022	12/31/2022	\$518.00	1/1/2023	6/30/2023
Frequency	Child Name		Frequency	Child Name	
Monthly	Abby Ann Hernandez		Monthly	Abby Ann Hernandez	

If you click the **Payments** sub-menu item, you will be directed to a “Payment History” page where you can view your payment history and add payments.

Payment History											
Add Payment		YTD Payments: \$0.00									
Search: <input type="text"/> Show 25 <input type="button" value="entries"/>											
Showing 1 to 3 of 3 entries											
ID	Status	Amount	Payment Method	Payment Date	Receipt ID	Online Payment ID					
PY12095008	Pending	\$264.00	ACH	3/4/2022 12:09 PM	RC12095012						
PY11588404	Complete	\$64.00	PayPal	3/4/2022 11:58 AM	RC11588407						
PY11565617	Complete	\$200.00	PayPal	3/4/2022 11:56 AM	RC11565620						

If you click the **Annual Child Care Payments (Tax Document)** sub-menu item, you will be directed to an “Annual Child Care Payments” page where you can download tax documents for specific years.

Annual Child Care Payments

Annual Child Care Payments (Tax Document) [?](#)

Select Year

Select Student

[Download](#)

If you have uploaded Other Child Care Receipts (OCCRs), they will be recorded in the “Other Child Care Receipts” page. You can edit an OCCR upload before it is approved by clicking the pencil icon, or delete an OCCR upload by clicking the trash can icon.

Other Child Care Receipts

[Upload other child care receipts \(OCCRs\)](#)

Actions	Statement	Receipt	Note	Status
 	July 2021	Hernandez Family July 21 OCCRs.docx		Uploaded

Applications

The **Applications** menu item allows parents to view their past applications. You can click the blue “Click to View” text on an application to view details. Please [click here](#) for additional instructions on the **Applications** feature of the Hubbe Parent Portal.

The diagram illustrates the process of viewing an application. It starts with a 'Menu' screen for the 'Hernandez Family' showing various options: Abby Ann Hernandez, Riley Hernandez, Eric Hernandez, Emergency Contacts, Bills and Payments, Applications, Documents, and Surveys. The 'Applications' option is highlighted with a red box. An arrow points down to a second screen titled 'Agency Applications' for the '2020-2021 Application for Abby'. This screen displays application details for Abby Hernandez, including her status as 'Enrolled' and a 'Click to View' button. A red arrow points to the 'Click to View' button, indicating where the user should click to view the application details.

Menu

Hernandez Family

- Abby Ann Hernandez >
- Riley Hernandez
- Eric Hernandez
- Emergency Contacts
- Bills and Payments >
- Applications**
- Documents >
- Surveys

Agency Applications

2020-2021 Application for Abby

Enrolled	Click to View
Parent A	Parent B
Riley Dono	
Case Managers	State Rank
Ivory Montgomery	25
Site Preferences	Date Created
Allen State Elementary, Riverbank CDC	10/14/2020
Date Submitted	
10/14/2020	

Incomplete Documents

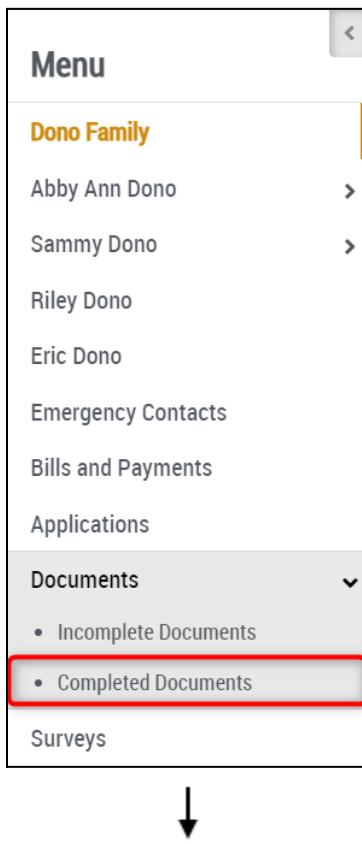
The **Incomplete Documents** sub-menu item gives the parent access to all the documents that still need to be uploaded to the family application, as well as the ability to upload any other documents post waitlisting. This page also displays the documents that the parent needs to eSign at the top.

The image shows a screenshot of the Parent Portal interface. At the top, there is a vertical menu on the left with the following items: Hernandez Family (highlighted in orange), Abby Ann Hernandez, Riley Hernandez, Eric Hernandez, Emergency Contacts, Bills and Payments (with a right arrow), Applications, Documents (with a dropdown arrow), Incomplete Documents (highlighted with a red box), Completed Documents, Surveys, Home Visits, and Messages. Below this menu is a large downward-pointing arrow. To the right of the arrow is a screenshot of the 'Incomplete Documents' page. The page title is 'Incomplete Documents' and it shows 'Hernandez Family'. A red speech bubble on the page says 'Any forms that need to be eSigned will be listed here'. Below this, there is a section titled 'eSign Documents' with a red border. It contains a list of three items: '1. Meal Benefit Form', '2. Abby Ann Hernandez's February Monthly Attendance', and '3. Certification for services (ELCD-9600)'. Each item has a 'Sign' button and a 'Download' button. A red speech bubble next to this section says 'Each document checklist you have been assigned to will appear here until completed'. Below the 'eSign Documents' section is another section titled 'Document Checklists' with a red border. It says 'Click on the checklist title you want to open' and shows a list item: 'Eligibility Documentation for Working Families (0 documents uploaded)'. This item has a 'Sign' button and a 'Download' button. A red speech bubble next to this section says 'Each document checklist you have been assigned to will appear here until completed'.

For detailed instructions on managing your documents, please refer to the instruction sheet entitled, [“Managing Documents in Parent Portal.”](#)

Completed Documents

The **Completed Documents** sub-menu item gives the parent access to all the documents that have been uploaded to the family application, as well as the ability to upload any additional documents post waitlisting. This page also displays the documents that the parent has eSigned at the top.



Completed Documents

Hernandez Family

Each document checklist you have been assigned to will appear here

2022-2023 2021-2022 2020-2021 [Completed Document Checklists](#) [Archived Document Checklists](#)

eSigned Enrollment Documents

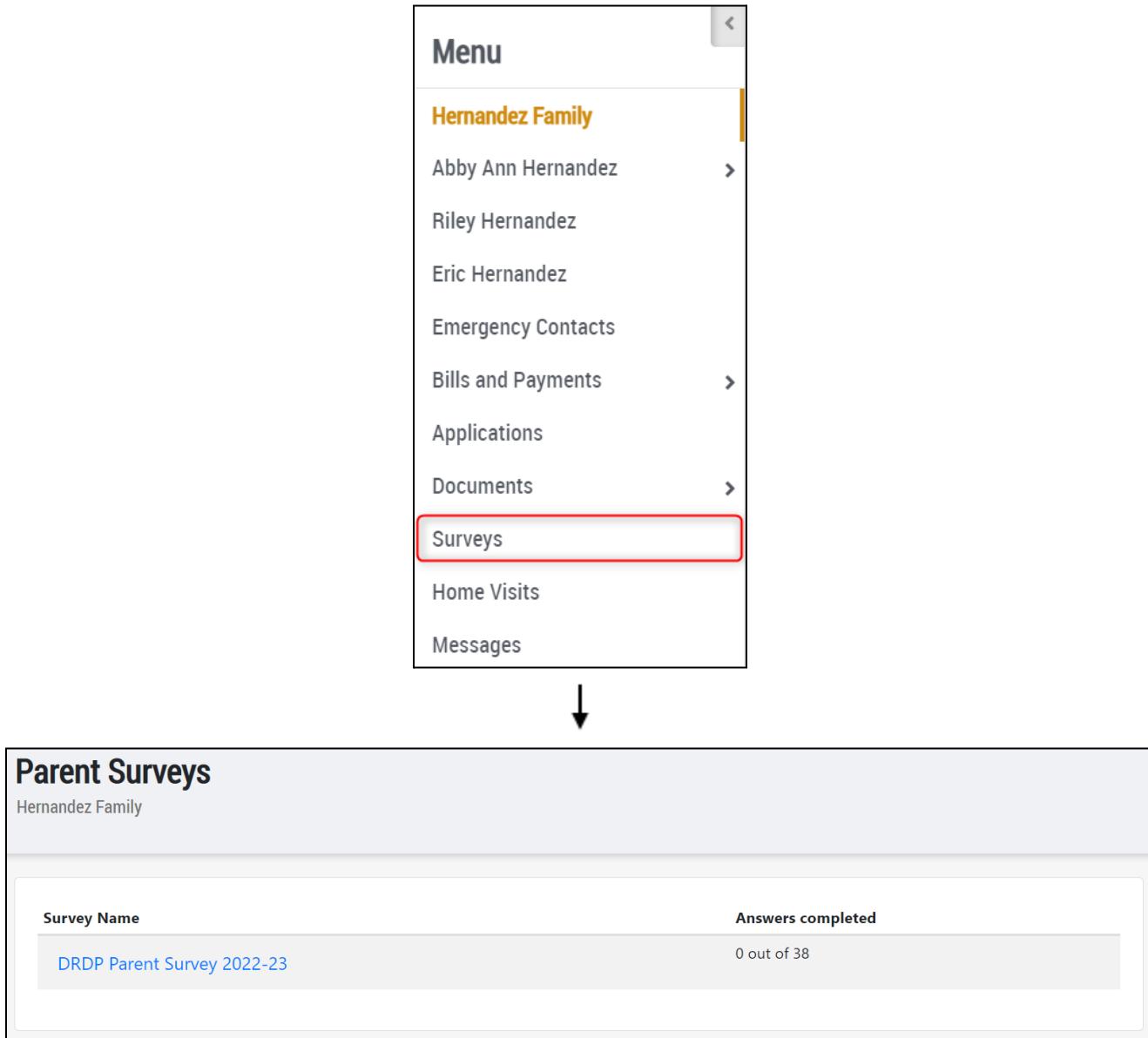
1. Income Declaration [View](#) [Download](#)

Any eSigned documents will be listed here

For detailed instructions on managing your documents, please refer to the instruction sheet entitled, [“Managing Documents in Parent Portal.”](#)

Surveys

The **Surveys** menu item will appear once you have been invited to complete a parent survey. All surveys that you are assigned to will appear on this page. Simply click on the survey you would like to work on from the grid in this record. You will be able to view your responses at the end, download a copy if desired, and submit your responses right from your parent portal.



Surveys

Menu

Hernandez Family

Abby Ann Hernandez >

Riley Hernandez

Eric Hernandez

Emergency Contacts

Bills and Payments >

Applications

Documents >

Surveys

Home Visits

Messages

↓

Parent Surveys

Hernandez Family

Survey Name	Answers completed
DRDP Parent Survey 2022-23	0 out of 38

For detailed instructions on how to complete a parent survey, please refer to the instruction sheet titled, [“How to Complete a Parent Survey.”](#)

Home Visits

The **Home Visits** menu item holds all home visit records made by your agency or center.

Menu

Hernandez Family

Abby Ann Hernandez >

Riley Hernandez

Eric Hernandez

Emergency Contacts

Bills and Payments >

Applications

Documents >

Surveys

Home Visits

Messages



Home Visits																
Filters: Edit Filters																
Show 25 entries Filters Columns Excel Showing 0 to 0 of 0 entries																
Home Visitors	Home Visit ID	Visit Date	Home Visit Status	Supervisor Staff	Family ID	Family Name	Family Members Present	Family Members Impacted	Home Visit Location	Length of Visit	Method of Home Visit	Program Model	Purpose of Visit	Program Requirements Addressed	Home Visit Synopsis	Updated
No data available in table																
Previous	Next															

Messages

The **Messages** menu item gives parents the ability to send a message to their child's teacher as well as receive messages from their agency or center's administrators and respond to those messages. Parents can view messages either here or from the top right envelope icon next to their profile picture located on the right hand corner of the screen.

The diagram illustrates the 'Messages' feature. At the top, a 'Menu' sidebar is shown with the following items:

- Hernandez Family
 - Abby Ann Hernandez
 - Riley Hernandez
 - Eric Hernandez
 - Emergency Contacts
 - Bills and Payments
 - Applications
 - Documents
 - Surveys
 - Home Visits
- Messages

The 'Messages' item is highlighted with a red box. A large red arrow points from this highlighted item down to the 'Messaging' screen below. The 'Messaging' screen shows a list of messages:

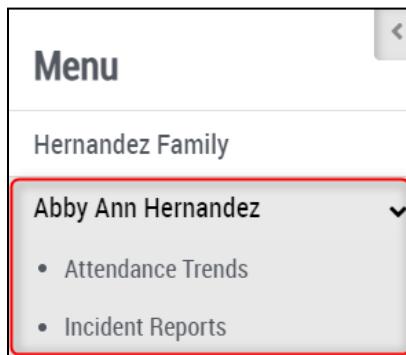
From	Message Content	Date
Agency Administrator	Thank you for sending this message!	10/24/2022 at 4:48 PM
Site Administrator - Riverbank CDC	Your student is missing immunizations that are req...	2/17/2023 at 2:15 PM
Abby Ann Hernandez - Koalas AM	Type your message here and add attachments by clic...	9/14/2022 at 12:30 PM

In the top right corner of the 'Messaging' screen, there is an envelope icon with a red box around it, and a red arrow points to this icon from the 'Messages' item in the sidebar.

Student Menu

There can be one or more student drop-down menu items below the **Family** menu item depending on the number of children that are receiving services in your family. If the family has one child, there will only be one student menu displayed in the general **Menu** on the left side of your screen.

Each student menu includes two (2) items: **Attendance Trends** and **Incident Reports**.

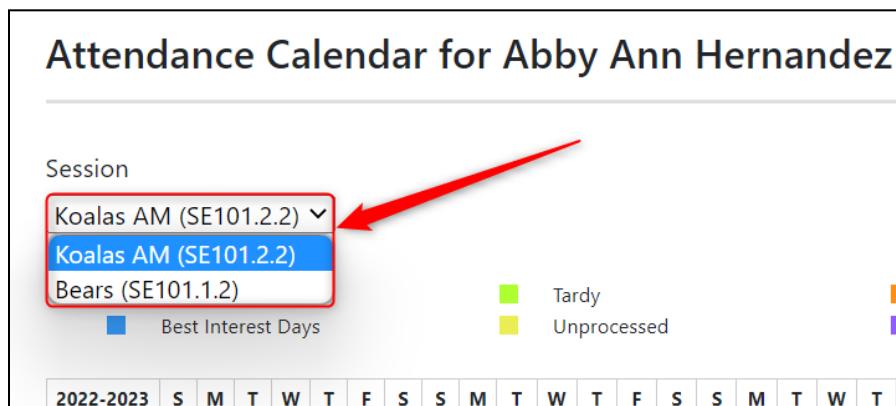


Attendance Trends

The first item in the student drop-down menu is **Attendance Trends**. Click on this item to view the attendance data for your child during the current school year.



If your child has been assigned to more than one session, you can select which one you'd like to view in the calendar by using the drop down option to select the correct session.

A screenshot of an 'Attendance Calendar' for 'Abby Ann Hernandez'. The title is 'Attendance Calendar for Abby Ann Hernandez'. Below it, a 'Session' dropdown menu is open, showing three options: 'Koalas AM (SE101.2.2)', 'Koalas AM (SE101.2.2)' (which is highlighted with a blue box and has a red arrow pointing to it), and 'Bears (SE101.1.2)'. At the bottom of the calendar, there is a legend: a green square for 'Tardy', a yellow square for 'Unprocessed', and a blue square for 'Best Interest Days'. The calendar grid shows days from 2022-2023, with columns for S, M, T, W, T, F, S, S, S, M, T, W, T, F, S, S, S, M, T, W, T.

The data will be presented in both a table view at the top of the page and a calendar view below. You can use these features to check the attendance data and make sure it has been recorded correctly. If you notice any issues, contact your classroom/session teacher.

Riley Hernandez

rileyhernandez@noemail.com

Attendance Table

	Present	Excused	Unexcused	Best Interest	Vacation	Not Enrolled
Jul	2					
Aug	1	2			1	
Sep	1					
Oct	2					
Nov						
Dec		5			5	
Jan	1	1			1	
Feb	3	3			3	
Mar	3	1			1	
Apr						
May						
Jun						

Attendance Calendar for Abby Ann Hernandez

Session

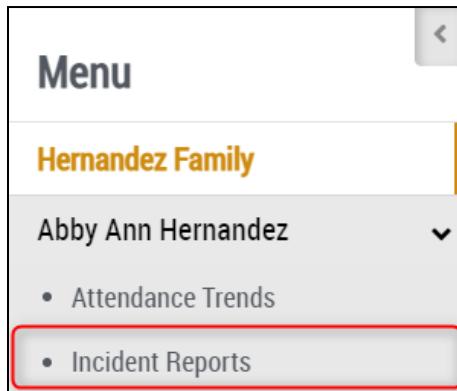
Koalas AM (SE101.2.2) ▾

█ Present █ Tardy █ Excused Absences █ Unexcused Absences
█ Best Interest Days █ Unprocessed █ Vacation Days █ Not Enrolled

2022-2023	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M									
Jul								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Aug	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
Sep								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Oct								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Nov		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
Dec								1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jan	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								

Note: If your child has **not** been enrolled into a classroom/session, you will be led back to the “Family Overview” landing page upon clicking “Attendance Trends” because there is no attendance data yet.

The **Incident Reports** item allows you to view all incident reports that have been filed for your child and shared by agency administrators. This grid will appear empty if there has not been an incident report filed on your child or shared with you.



You can select which incident report in the grid you would like a PDF copy of by clicking on the teal “Download Incident Report” button next to that incident. You can then select to download the PDF in either English or Spanish.

Incident Reports

Abby Ann Hernandez

Incident 10/14/2020 [Download Incident Report](#)

Description
Abby was playing on the play ~~area~~ces. She has a small abrasion on her left elbow. She was very brave after falling! We cleaned ~~the abrasion and placed antibiotic ointment~~ and a bandaid over it. She went right back to the playground to join her friends and seems happy and unaffected.

Follow Up Notes
We contacted Abby's mother about an hour later to inform her of what happened. Her mother told us that she will tie Abby's shoes in a double knot tomorrow.

Reported By: Ivory Montgomery

↓

Incident Report

Abby Hernandez

Applebank USD | Riverbank CDC | Koalas AM



General Information

Time of Incident 10/14/2020 10:00 AM

Parents Informed 10/14/2020 11:00 AM

Reported By Ivory Montgomery

Location of Incident On the playground

Incident Details

Categories Injury-Accident, Injury-Accident

Description Abby was playing on the playground when she tripped over her shoe laces. She has a small abrasion on her left elbow. She was very brave after falling! We cleaned the abrasion and placed antibiotic ointment and a bandaid over it. She went right back to the playground to join her friends and seems happy and unaffected.

Follow-Up We contacted Abby's mother about an hour later to inform her of what happened. Her mother told us that she will tie Abby's shoes in a double knot tomorrow.