

Viewing Your Child's Student Record

Duration (Mins): 2 minutes 13 seconds

Hello Parents! This tutorial video will show you how to view your child's record, attendance trends, and incident reports. Please [click here](#) to access the help video.

Video Narration

Hello and welcome parents! My name is Kendra, and today, I'll be showing you how to view your child's student record.

Upon logging in, you will land on the parent portal landing page.

Near the bottom of this landing page, you can see there are four tabs. The first tab is titled, "Children Enrolled." Within this tab, you can find your child's information listed, such as whether they are "Active" or "Inactive", their enrollment details, any medical risks, subsidy type, and demographics, among other information. Make sure to check that all the information listed is correct, and if you need to change anything, please let your agency administrator know.

*In the Menu on the left-hand side, you'll notice your child's name listed - if you have more than one child then all of their names will be listed here. Select your child's name and you'll see a submenu with two options, **Attendance Trends** and **Incident Reports**.*

*By selecting **Attendance Trends**, you will be able to see their Attendance Table and Calendar. This record is helpful to check that your child's attendance was reported correctly, and can also keep you informed of their session's calendar for the year. This is also a good place to make sure your child is under their agency's maximum number of allowable Best Interest Days and Unexcused Absences.*

*By selecting **Incident Reports**, you will be able to view any incident reports recorded for your child. If there is a report entered in the system, you have the ability to download it in either English or Spanish.*

You'll receive an email when an incident report has been sent to your parent portal, along with an attached PDF download of that incident report.

This concludes the tutorial video on how to view your child's student record. Please check out our other help videos to learn more.

Have a wonderful day and thanks for watching!