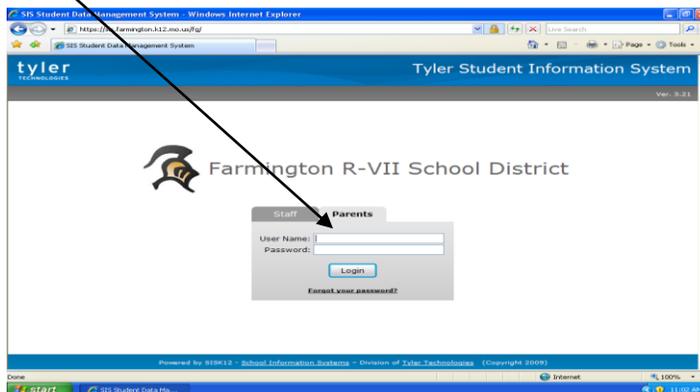


SIS Parent Portal

Enhance your connection between your children and their education.

To begin using the Parent Portal, simply follow these steps:

1. Fill out the Parent Portal Registration form and return it to the school.
2. Your password will be emailed to the address you provided on the registration form.
3. Go to the Parent Portal web page (<http://sis.farmington.k12.mo.us/fg/>)
4. Click on the Parents tab and then log in. You must be on the Parents tab in order for your login to work.



If you have problems or questions about accessing the site, please contact the school where your child is enrolled.

NOTE:

- If your email address changes, be sure to contact the school and let them know so your contact info can be updated.
- As part of the security procedures, the **ONLY** way to receive your password is by email. The school office cannot give it to you because they do not have access to your password.

FARMINGTON R-7 SCHOOL DISTRICT SIS PARENT PORTAL ENROLLMENT FORM

Student Name _____ Current Grade _____

Parent Name _____

Parent Email _____

Signature _____ Date _____

Once inside the Portal, you will have access to several different areas of information for each child you have enrolled in the district. Each of these areas is explained below.

If you have more than one child enrolled, select which child's information you wish to view by clicking the Change Student(s) link at the top of the page.

School	Period	Term	Subject	Title	Teacher (Email)	Room	Homework	Gradebook
ZZHS	1	Year	H7150-01	BUSINESS ECONOMICS	Curlin J	113	Homework	Gradebook
ZZHS	2	Sem2	H5130-01	9TH HEALTH GIRLS	Clives H		Homework	Gradebook
ZZHS	2	Sem1	H5140-01	9TH PE GIRLS	Clives H	GYM	Homework	Gradebook

Normally you will want to view information for the current school year, but if you have a need to view information from a previous school year, use the Change Year link.

On any of the pages, if a teacher's name is underlined, it means an email address is available for that teacher. Clicking the name will let you send an email to them.

Home Tab

Classes = The drop-downs on this page can be used to select a specific semester, term, or the full year as well as to change between the student's class schedule, class change history, 4-year course plan, and class pre-registration requests.

From the class schedule, you can access the Homework and Gradebook for each class by clicking the appropriate link.

Homework = Homework for the selected class displays on this page for a set period of time, determined by the teacher.

Gradebook = This screen shows all entries from the gradebook (including all assignments that have been entered by the teacher.) Use the drop-down lists to change the order of the grades or to select a specific term. Click the Update Display button to re-display the page based on your selections.

Class Pre-registration Requests = Select *Class Pre-registration Requests* from the drop-down. NOTE: You will need to switch to the next school year in order to use this feature.

School	Period	Term	Subject	Title	Teacher (Email)	Room	Homework	Gradebook
ZZMS	1	Year	M7030-01	7th Social Studies	Lynch M	208	Homework	Gradebook

For schools which allow class requests (usually high schools) the Edit Requests button will be available. Clicking it will display the screen which allows Course Requests to be entered and submitted.

Calendar = The calendar allows for the viewing of homework assignments, absences and tardies, and discipline incidents for your students. Check the All Students box to see the data for all students or leave it unchecked and switch between students by using the Change Students link in the upper left corner. Holding the mouse over the icons on the calendar will display details for that item. NOTE: The default selections for what to display on the calendar can be set on the Account Management page.

Announcements = Any current announcements from the district are displayed on this page. Use the calendar to change the date and view previous announcements.

Homework = View the homework assignments for all classes.

Gradebook Summary = This page shows a calculated grade in each class based on all of the assignments, tests, etc. which have occurred to date. The percentages and grades on this page will change each time new scores are entered into the gradebook.

Family Data = This screen shows the contact information the district has for your family. If you notice anything which is incorrect, click the Edit button.

The screen that appears lists the current value of each field and allows you to enter the changes that need to be made. Once you have entered all of the changes, click the *Submit Changes...* button to send the changes to the district for approval. If you aren't quite ready to send the changes to the district, but want to save what you have entered so you can come back later and finish, click the *Save Changes...* button

Attendance Tab

Attendance = This area displays all dates with attendance markings in the selected school year as well as the student's attendance percentage.

Special Additional Attendance = If the district tracks and reports attendance that occurs outside the normal school day, it will be displayed on this page.

Attendance Steps = Districts have the ability to designate a point value for each absence (e.g. excused absences might count as five points, excused absences count as one point, etc.) These points are then totaled and letters are mailed to the parents of students who have more than a certain number of points. Contact the district for details about their Attendance Step policy.

Discipline Tab

If the student has had any discipline incidents, they will be displayed on this page.

Grades Tab

Regular Grades = All grades for the year for the student are displayed on this page. These are the final grades received for each period. These grades do not appear until the final grade has been assigned for the specified period.

Progress Grades = These are the grades that show on a mid-term progress report. Once posted, they do not change, just like Regular Grades. These grades are not usually used for calculating GPAs or awarding graduation credit.

Credits and GPA = This page shows cumulative-to-date totals of graduation credits and GPAs for different timeframes. *This Year Term-X* shows the term (usually quarter) grade point average for the student. *This Year Semester-X* shows the semester GPA. *Sem Year to Date* is the GPA for the current school year and does not take previous years into account. *Acum Sem thru This Year* is the student's cumulative GPA for their entire high school career.

High School Transcript = For high school students, this screen shows all of the classes the student has taken during their entire high school career. The credits listed in the Credits column count toward graduation. S1 indicated Semester 1 (usually the Fall of the school year) and S2 indicates Semester 2 (usually the Spring semester.)

Meals Tab

Charges and Deposits = Use this page to view the student's lunch account history. Click Detail to view more information about a date including what the student purchased, whether it was charged or a cash purchase, as well as amounts and check numbers.

Monthly Menu = This page displays the lunch choices for the current month.

Online Payment = Use this page to deposit money into the meal accounts for each of your students. Transactions from the parent and spouse are displayed in the Recent Online Activity area. Deposits can be made using the top portion of the page.

PayPal is used as the clearing agent for electronic payment transactions. Parents are not required to open a PayPal account.

1. Enter a dollar amount in the **Deposit Amount** field for each student. As you enter values, the total **Deposit Amount, Service Charge, and Transaction Total** fields are updated.
2. Click  to continue.
3. Click  to make changes or click  to continue. The transaction is initiated on the parent portal and the **PayPal Billing Information** window displays.
4. From here, you may login to PayPal if you have an account, create an account, or simply pay with a credit card or debit card if you do not wish to use a PayPal account. Please note that the email address entered here does not need to match the email address used to log into the parent portal.
5. Click  to review your order before completing the transaction.
6. Click  to complete the transaction.
7. Once the transaction is processed, you will be sent a notification email. Your school district receives a notification email as well.

Other Tab

Awards = Any awards the student has received are shown here.

Activities = This page displays all school activities with which the student is involved.

Medical = Use the drop-down list to select the type of entries to view.

Fines & Fees = Any fines or fees currently owed by the student will be displayed on this page.

Assessments = View the scores for each standardized test this student has taken. If the student has not taken a particular test, the page will be blank.

Account Management

The Preferences section allows you to set the default items you wish to show on the Calendar page. Checking All Students will make the calendar show all of your students, regardless of which student is currently selected for viewing.

If you want to alter your password, you can do so in the Change Password section.

The Login History page shows a record of each time this username has been used to access the portal as well as the IP address being used at the time.