



# Family Portal

## SchoolMAX



Version 1.1.2  
Updated 4/8/2009

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# Getting Started

Prince George's County Public Schools uses an online student information system called SchoolMAX. This system keeps track of nearly all student data, including:

- Contact Information
- Attendance
- Grades
- Discipline

The Family Portal is a feature of SchoolMAX that allows designated family members to view this information for their children. It is a browser-based application and works best on any of the these web browser applications:

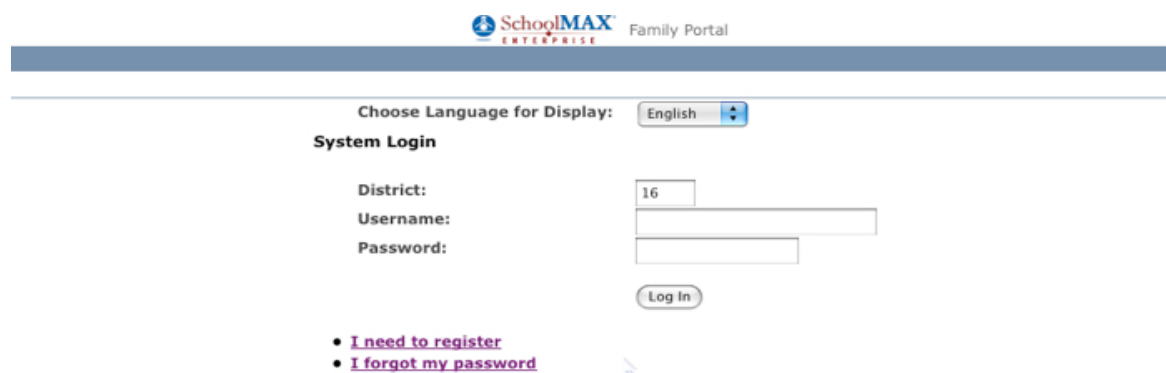
- Internet Explorer 7.0 or later
- Mozilla Firefox 3.0 or later
- Apple Safari 3.0 or later

If you encounter any problems, contact the Family Portal Administrator at your child's school.

## Registering for the Family Portal

The first time you access the Family Portal you must register using your Parent Access Key:

1. Go directly to <https://family.sis.pgcps.org> or hover your mouse over the **Parent** tab on the PGCPs.org home page and click **SchoolMAX Family Portal**.

The screenshot shows the SchoolMAX Family Portal login interface. At the top, there is a header with the SchoolMAX logo and the text "Family Portal". Below this is a blue horizontal bar. Underneath the bar, there is a section titled "Choose Language for Display:" with a dropdown menu currently set to "English". Below this is a "System Login" section. It contains three input fields: "District:" with the value "16", "Username:", and "Password:". To the right of these fields is a "Log In" button. Below the login fields, there are two links: "I need to register" and "I forgot my password".

2. To change the Family Portal to Spanish, select **Spanish** from the **Choose Language to Display** drop-down menu. This changes the page text, but not the student data, to Spanish.

3. Click **I need to register.**

The screenshot shows the 'Parent Access User Registration' page. At the top, the 'SchoolMAX ENTERPRISE' logo and 'Family Portal' text are visible. Below the header, the title 'Parent Access User Registration' is followed by the instruction: 'Please enter the access key that was provided to you by the school.' A red asterisk indicates required information. The 'Parent Access Key' field is a text box with a yellow question mark icon to its left. A 'Submit' button is located at the bottom right of the form.

4. Enter the **Parent Access Key** you received in the Family Portal notification letter.

5. Click **Submit.**

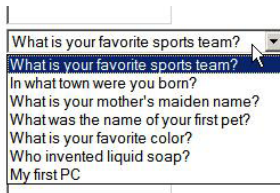
The screenshot shows the 'Account Registration' page. It begins with the title 'Account Registration' and the instruction: 'Please fill out the following information to create your account. The answers you provide to the Password Hint questions will be used if you forget your password.' Below this, 'Password restrictions are:' are listed with several bullet points. The form fields include: 'Username' (text box), 'Password' (text box), 'Confirm Password' (text box), 'Password Hint 1' (dropdown menu with 'What is your favorite sports team?' selected), 'Answer' (text box), 'Password Hint 2' (dropdown menu with 'What was your first job?' selected), 'Answer' (text box), 'Password Hint 3' (dropdown menu with 'In what state were you born?' selected), and 'Answer' (text box). At the bottom right, there are 'Create Account' and 'Cancel' buttons.

6. Enter a **Username** if one has not already been created for you. The username is case sensitive. If you are also a PGCPs employee, you cannot use the same username for your parent login.

7. Enter a **Password**. Be sure to follow the requirements listed on the screen. The password is case sensitive.

8. Retype the password in the **Confirm Password** field.

9. Choose three questions from the **Password Hint** drop-down menu and enter the answer in the text box beneath. If you forget your password later, you can answer these questions to verify your identity.



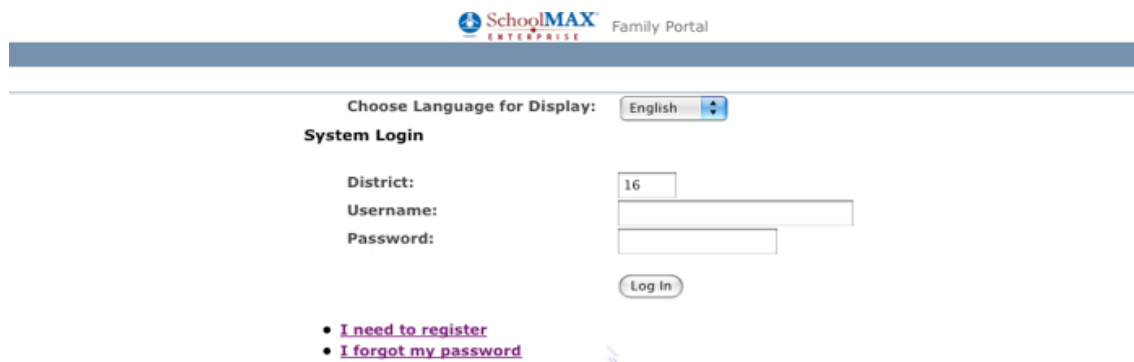
A screenshot of a registration form. A dropdown menu is open, showing a list of questions: "What is your favorite sports team?", "What is your favorite sports team?", "In what town were you born?", "What is your mother's maiden name?", "What was the name of your first pet?", "What is your favorite color?", "Who invented liquid soap?", and "My first PC". The first two options are identical.

10. When finished, click **Create Account**.

## Accessing the Family Portal

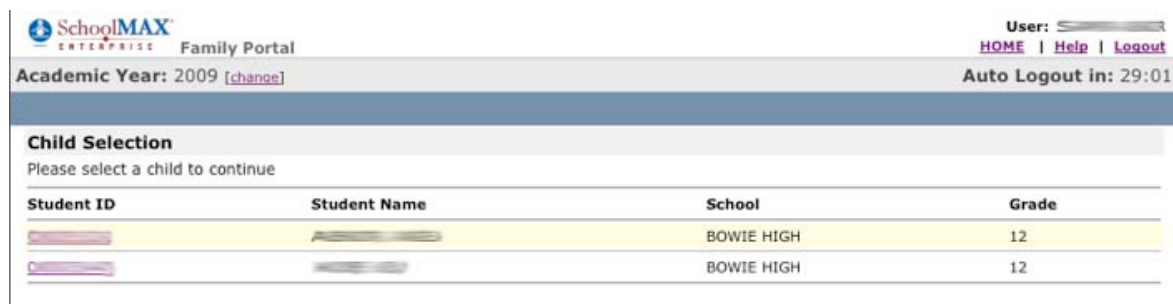
Once you register, you can login with the username and the password.

1. Go directly to <https://family.sis.pgcps.org> or hover your mouse over the **Parent** tab on the PGCPs.org home page and click **SchoolMAX Family Portal**.



A screenshot of the SchoolMAX Family Portal login page. The page has a blue header with the SchoolMAX logo and "Family Portal". Below the header, there is a "Choose Language for Display:" dropdown menu set to "English". Under the "System Login" section, there are input fields for "District:" (with "16" entered), "Username:", and "Password:". A "Log In" button is below these fields. At the bottom, there are two links: "I need to register" and "I forgot my password".

2. Enter the **Username** and **Password**.
3. Click **Log In**.




A screenshot of the SchoolMAX Family Portal child selection page. The page has a blue header with the SchoolMAX logo and "Family Portal". Below the header, there is a "User:" dropdown menu. The "Academic Year: 2009" is displayed with a "[change]" link. The "Auto Logout in: 29:01" is shown in the top right. The "Child Selection" section has a heading "Please select a child to continue". Below this is a table with four columns: "Student ID", "Student Name", "School", and "Grade". The table contains two rows of data, both for "BOWIE HIGH" and "Grade 12".

Student ID	Student Name	School	Grade
		BOWIE HIGH	12
		BOWIE HIGH	12

4. If you have more than one child in the school system you see the option to select which student record you want to view. If you only have one child in the system, you go directly to the General Information page.

---

 **SchoolMAX**  
ENTERPRISE

GREENBELT ELEMENTARY  
Family Portal

User: [redacted]  
[HOME](#) | [Help](#) | [Logout](#)

Academic Year: 2009 [\[change\]](#)Auto Logout in: 28:42

[Attendance](#) | [Schedule](#) | [Gradebook](#) | [Progress Report](#) | [Discipline](#) | [My Profile](#)

**General Information**

Student ID:	[redacted]	Date of Birth:	08/18/2003
Student:	[redacted]	Home Phone:	[redacted]
Home Address:	[redacted] [redacted] GREENBELT, MD 20770-0778	Grade Level:	00K

5. It is a good idea to check and verify that all information is correct. If you see incorrect information, contact the school.

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**NOTE:** Do not use the back button on your browser when using SchoolMAX. To return to the previous page, press the **BACKSPACE** key on your keyboard.

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# Attendance Records

Elementary schools take daily attendance and Secondary schools take attendance for every period. Absences and tardies are all recorded with reason codes that specify whether the absence or tardy is excused, or not excused.

To view attendance records:

1. Click **Attendance**.

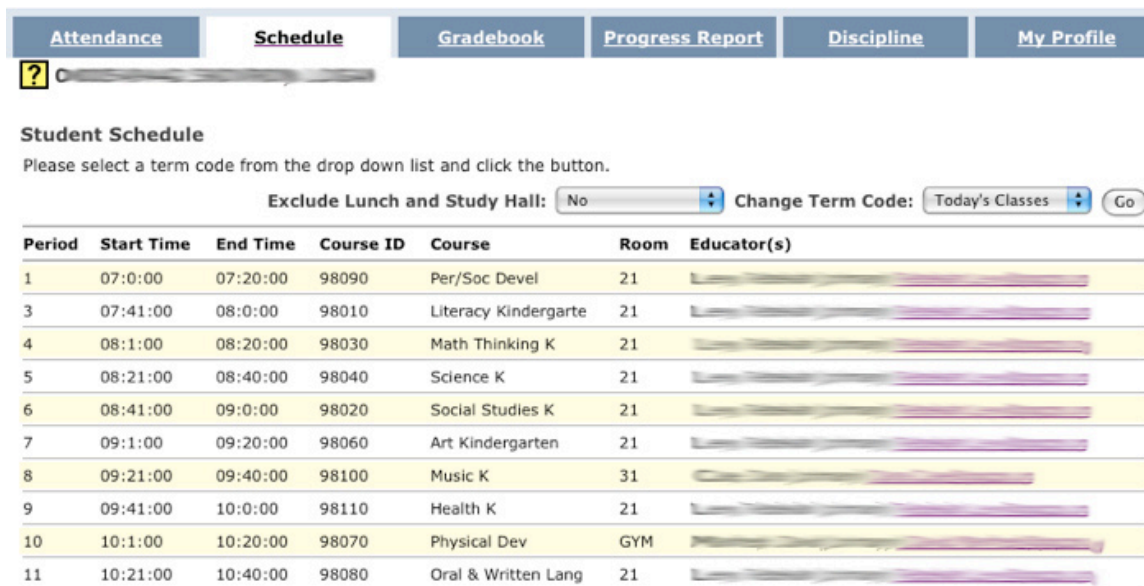
Attendance	Schedule	Gradebook	Progress Report	Discipline	My Profile
<div></div>					
Summary Attendance for the Year					
Total days absent:		4	Total days tardy:		0
Today's Attendance					
Date	Type	Reason Code	Time In	Time Out	
Not Absent or Tardy Today					
Absences This Year					
Date	Reason Code		Full/Half Day		
03/24/2009	99 - Unexplained				
03/23/2009	99 - Unexplained				
03/20/2009	99 - Unexplained				
02/12/2009	02 - Illness of Student				
Tardies This Year					
Date	Reason Code		Time In	Time Out	
02/25/2009	02 - Illness of Student		12:03 PM		
02/23/2009	02 - Illness of Student			12:40 PM	
02/19/2009	02 - Illness of Student		12:25 PM		
02/17/2009	02 - Illness of Student		12:19 AM		
01/29/2009	99 - Unexplained		09:17 AM		

2. At the top you see **Summary Attendance for the Year**, which shows you the total number of tardies and absences so far this school year.
3. You can see if the child was absent or tardy today in the Today's Attendance section. Prince George's County Public Schools does not take **Hourly Attendance** so that section is always blank.
4. The **Absences This Year** section shows you every absence record for the school year, including specific dates and the reason listed for the absence. Absences are marked **Unexplained** when there is no note sent in from the parent or caretaker.
5. The **Tardies This Year** section shows you every time the child was late for a class, including specific dates, the reason listed for the tardy, and the time the child actually arrived. Tardies are marked **Unexplained** when there is no note sent in from the parent or caretaker. **Time Out** means the child left the class before dismissal.

# Scheduling

Prince George's County Public Schools keeps all scheduling records in SchoolMAX. To view the child's schedule:

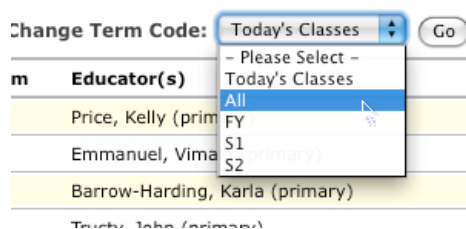
1. Click **Schedule**.



Period	Start Time	End Time	Course ID	Course	Room	Educator(s)
1	07:00:00	07:20:00	98090	Per/Soc Devel	21	
3	07:41:00	08:00:00	98010	Literacy Kindergarte	21	
4	08:10:00	08:20:00	98030	Math Thinking K	21	
5	08:21:00	08:40:00	98040	Science K	21	
6	08:41:00	09:00:00	98020	Social Studies K	21	
7	09:10:00	09:20:00	98060	Art Kindergarten	21	
8	09:21:00	09:40:00	98100	Music K	31	
9	09:41:00	10:00:00	98110	Health K	21	
10	10:10:00	10:20:00	98070	Physical Dev	GYM	
11	10:21:00	10:40:00	98080	Oral & Written Lang	21	

2. You can view information about the classes the child takes, including:


- **Period** - Which period in the day the class is (applies only to Middle and High Schools)
- **Start Time** - When the class begins
- **End Time** - When the class ends
- **Course** - The name of the class
- **Room** - the room the class is located
- **Educator** - the person who teaches the class



m	Educator(s)
	Price, Kelly (prim
	Emmanuel, Vima
	Barrow-Harding, Karla (primary)
	Tracy, John (primary)



3. By default, the class list is set to show only **Today's Classes**. If your child's school schedule has A and B days, you do not see all classes. To see all classes, select **All** from the **Change Term Code** drop-down menu and click **Go**.



**Student Schedule**

Please select a term code from the drop down list and click the button.

Exclude Lunch and Study Hall:  Change Term Code:

Cycle Day 1	Cycle Day 2
<b>Period 1</b> <ul style="list-style-type: none"> <li>• (FY)132193-41 AdvPlacementLiter RoomM-3 Price,Kelly(primary) <a href="#">Edit</a></li> </ul>	
<b>Period 2</b> <ul style="list-style-type: none"> <li>• (S1)433090-1 ForensicLabSci1 Room145 Barrow-Harding,Karla(primary) <a href="#">Edit</a></li> <li>• (FY)375203-3 PreCalculus Room040 Emmanuel,Vimala(primary) <a href="#">Edit</a></li> </ul>	<ul style="list-style-type: none"> <li>• (FY)220103-5 AdvPlacePsychology Room023 LeMaster,Eric(primary) <a href="#">Edit</a></li> <li>• (S2)015300-21 AcadValAlgeb RoomM-1 Colton,Arthur(primary) <a href="#">Edit</a></li> </ul>

4. Now the schedule is split into two columns. **Cycle Day 1** indicates A days, and **Cycle Day 2** indicates B days.

# Grades

Prince George's County Public School teachers maintain electronic grade books that list every assignment, the score the student received for the assignment, and other information as well. SchoolMAX Family Portal allows you to view student scores as teachers post them. You can also view an unofficial version of the child's complete transcript.

## Current Gradebook

Before you look at the student gradebook, it is important to understand how teachers set up their gradebook and how SchoolMAX calculates the Grade Point Average (GPA).

A teacher's gradebook is broken into grading categories such as assessments (tests and quizzes), class work, and homework. Each category is weighted based on the PGCPs District Grading Policies. District grading policy dictates what percentage (weight) of the overall GPA each category accounts for. For example, in Elementary Science (Grades K and 1), 55% of the overall grade point average comes from the Class Work category, and 40% comes from the Assessments (test, quizzes, etc) category, while only 5% comes from Homework. These weights vary, depending on subject and level. To see the grading category weights dictated by PGCPs, go to the Teacher Support page, look for either the Elementary or Secondary section, and click **Grading Factor by Category** found here:

<http://www1.pgcps.org/sis/index.aspx?id=56852>

Teachers create individual assignments within a grading category in SchoolMAX and indicate the total number of points the student can earn for that assignment. When the assignment is complete, the teacher enters the number of points the student earned out of the possible total number of points. SchoolMAX then takes that score and includes it in the total GPA calculation based on the district policy weight for that grading category.

To view grades:

1. Click **Gradebook**.

The screenshot shows the SchoolMAX Family Portal interface. At the top, there are navigation tabs: Attendance, Schedule, Gradebook (selected), Progress Report, Discipline, and My Profile. Below the tabs, there is a search bar with a question mark icon. Underneath, there are two tabs: Gradebook (selected) and Unofficial Transcript. To the right of these tabs is a 'Change Gradebook:' dropdown menu showing '1' and a 'Go' button. Below this is a table with the following columns: Course ID, Course Name, Term, Period, Instructor(s), [Grades], and [Assignments]. The table contains three rows of data:

Course ID	Course Name	Term	Period	Instructor(s)	[Grades]	[Assignments]
98090-3	Per/Soc Devel	FY	1	[Redacted]		
98010-3	Literacy Kindergarte	FY	3	[Redacted]		
98030-3	Math Thinking K	FY	4	[Redacted]		

2. Here you can view general information about the courses the child takes, including:

- **Course** - the name of the course
- **Term** - the length of the course (FY for Full Year, S1 for Semester One, etc)
- **Period** - the period of the day for the course
- **Instructor(s)** - the person or people who teach the course

3. Click **Grades** to view the current grade percentage total for the course.

4. Click **Assignments** to view the detailed list of assignments and scores.

## Viewing Grades

Gradebook					Unofficial Transcript	
					Change Gradebook: 1 Go	
Course ID	Course Name	Term	Period	Instructor(s)		
98090-3	Per/Soc Devel	FY	1		[Grades]	[Assignments]
98010-3	Literacy Kindergarte	FY	3		[Grades]	[Assignments]
98030-3	Math Thinking K	FY	4		[Grades]	[Assignments]

1. To view the Grade details page, click **Grades**.

Attendance	Schedule	Gradebook	Progress Report	Discipline	My Profile
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### 2009 Grades for Class 98090-3 Per/Soc Devel

This status report **does not represent the student's official grades**. The information presented here is subject to corrections and revisions. Final grades will be published on the student's official report card.

Current Term Grade Weighted Average:	82.24%		
Current Grade Period Weighted Average:	87.50%	Current Grade Period:	3

#### Period and Term Grade

#### Assessment

Weight: 40.0%

Assignment	Due	Graded	Max Points	Score	Percent	Grade Period Notes
<a href="#">Participate in group</a>	08/29/2008	Y	3.0	2.0	66.67	1
<a href="#">Follows directions</a>	08/29/2008	Y	3.0	3.0	100.00	1
<a href="#">Participate in group</a>	09/05/2008	Y	3.0	2.0	66.67	1

2. You see two weighted averages:

- **Current Term Grade Weighted Average** is the current estimated grade percentage so far for the entire course term (full year, semester, or quarter).
- **Grade Period Weighted Average** is the current estimated grade percentage so far for this current quarter.

**NOTE:** Please note that this percentage is not an official grade and can be updated or changed at any time. Official grades are published on the child's report card.

3. Further down the page, the grades are broken into grading categories as described at the beginning of this section. You can see the category title in the upper left of each section and the **Weight** for that section in the upper right of each section.

4. You can also see information about individual assignments within each category:

- **Assignment** - the assignment name
- **Due** - the date the assignment is due
- **Max Points** - the maximum number of points the child can receive for the assignment
- **Score** - the score the student earned for the assignment
- **Grade Period** - the quarter the course takes place
- **Notes** - any additional notes left by the teacher about the child's score for the assignment.

Cooperates with others	01/23/2009	Y	3.0	3.0	100.00	2
Stays on Task	01/29/2009	Y	3.0	2.0	66.67	2
Cooperates with others	01/29/2009	Y	3.0	3.0	100.00	2
<b>Current Term Grade Total:</b>			<b>126.0</b>	<b>90.0</b>	<b>71.43</b>	
<b>Current Grade Period Total:</b>			<b>0.0</b>	<b>N/A</b>		

5. At the bottom of each section you see the current estimated term grade and period grade per category.

## Viewing Assignments

Gradebook					Unofficial Transcript	
					Change Gradebook: 1 Go	
Course ID	Course Name	Term	Period	Instructor(s)		
98090-3	Per/Soc Devel	FY	1		[Grades]	[Assignments]
98010-3	Literacy Kindergarte	FY	3		[Grades]	[Assignments]
98030-3	Math Thinking K	FY	4		[Grades]	[Assignments]

If you click **Assignments** from the main Gradebook page:

Class:

98090-3 Per/Soc Devel

Current Grade Period:

3

Display Assignments For Grade Period:

ALL

Assignments

Sort by: Due Date

Go

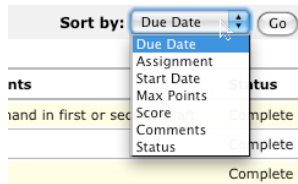
Displaying 1-52 of 52 Items

Assignment	Grade Period	Start Date	Due Date	Max Points	Score	Comments	Status
<a href="#">Follows directions</a>	1		08/29/2008	3.0	3		Complete
<a href="#">Participate in group</a>	1		08/29/2008	3.0	2		Complete

1. You see the complete list of assignments for the course. Here you can view:

- **Assignment** - the assignment name
- **Start Date** - if the assignment takes place over an extended time period, there may be a beginning date listed.
- **Due Date** - the date the assignment is due

- **Max Points** - the maximum number of points the child can receive for the assignment
- **Score** - the score the student earned for the assignment
- **Comments** - any additional notes left by the teacher about the child's score for the assignment.
- **Status** - indicates whether the assignment has been completed.



2. To sort by a specific column, select the column name in the **Sort By** drop-down menu and click **Go**.

3. To view these details for a specific assignment, click the name link in the **Assignment** column.

**Assessments/ Essays: Snow Falling on Cedars Test**

Start Date:

Due Date: 08/25/2008

Max Points: 100.0

Description: from summer reading assignment

**Required Materials**

Item

No Materials Assigned

**Recommended Reading List**

Title	Author
No References Assigned	

## Unofficial Transcript


From the main Gradebook page, you can choose to view an unofficial transcript of the child's complete grade history. These are not final grades and are subject to change, but they may give you a general idea of the child's overall performance.

Before you look at the student transcript, it is important to understand that PGCPs grading policy only recognizes whole letter grades (A, B, etc). It does not recognize grades such as B+ or A-. Student transcripts and report cards reflect only whole letter grades. For example, regardless of if the percentage is an 81% or an 89%, the student report card shows a B.

To view the unofficial transcript:

Gradebook					Unofficial Transcript	
					Change Gradebook: 1	Go
Course ID	Course Name	Term	Period	Instructor(s)		
<a href="#">98090-3</a>	Per/Soc Devel	FY	1		<a href="#">[Grades]</a>	<a href="#">[Assignments]</a>
<a href="#">98010-3</a>	Literacy Kindergarte	FY	3		<a href="#">[Grades]</a>	<a href="#">[Assignments]</a>
<a href="#">98030-3</a>	Math Thinking K	FY	4		<a href="#">[Grades]</a>	<a href="#">[Assignments]</a>

1. Click **Unofficial Transcript**.

Gradebook						Unofficial Transcript						
Date of Birth:		01/06/1992				Class Rank:						
Gender:		Female				Cumulative Honor Points:						
Counselor:		Allen, Charles				Cumulative Attempted Credits:						
Graduation Date:						Cumulative Graduation Credits:						
Graduation Standard:						Cumulative GPA:						
Sort by: Academic Year  Go												
Year	School	Grade Level	Department	Course ID	Section	Course Name	Term	Grade	Points Earned	Attempted Credits	Honor Points	Earned Credits
2006	BOWIE HIGH SCHOOL	09		999503		NJROTC 1		A	4.0	1.0	4.0	1.0
2006	BOWIE HIGH SCHOOL	09		419093		BIO HON		A	4.0	1.0	4.0	1.0
2006	BOWIE HIGH SCHOOL	09		103093		ELA/HON 9		A	4.0	1.0	4.0	1.0

2. On this page you can view general transcript information, such as:

- **Year**
- **School**
- **Grade Level**
- **Course Name**
- **Grade**
- **Attempted Credits**
- **Earned Credits**

3. To sort by a different column, select the column name in the **Sort By** drop-down menu and click **Go**.

# Progress Reports

Prince George's County Public Schools publish progress reports as well as final quarterly report card grades in SchoolMAX. To view these grades:

1. Click Progress Report.

Attendance

Schedule

Gradebook

**Progress Report**

Discipline

My Profile

?

Change Academic Year: 2009 Go

Course ID	Course Name	Progress Grade	Quarter Grade	Progress Grade	Quarter Grade	Progress Grade	Quarter Grade	Progress Grade	Quarter Grade	Final Grade
98010-3	Literacy Kindergarten	IP	IP	PR	PR	IP				
98020-3	Social Studies K	PR	IP	PR	PR	PR				
98030-3	Math Thinking K	PR	PR	IP	IP	PR				
98040-3	Science K	PR	PR	IP	IP	PR				
98060-3	Art Kindergarten	PR	PR	PR	PR	PR				
98070-3	Physical Dev	PR	PR	PR	PR	PR				
98080-3	Oral & Written Lang	PR	PR	IP	IP	IP				
98090-3	Per/Soc Devel	PR	IP	IP	IP	PR				
98100-3	Music K	IP	IP	IP	IP	IP				
98110-3	Health K	PR	PR	PR	PR	PR				

98010-3 Literacy Kindergarten

IP IP PR PR IP

Comments: ?

132 129

98020-3 Social Studies K

PR IP PR PR PR

Comments: ?

054 054

2. Here you can view progress and quarter grades, as they are published throughout the year.
3. To view a previous school year, select the year from the **Change Academic Year** from the drop-down menu and click **Go**.

# Discipline

Prince George's County Public Schools records all discipline incidents in SchoolMAX. to view discipline incidents associated with the child:

1. Click **Discipline**.

AttendanceScheduleGradebookProgress ReportDisciplineMy Profile

?

Discipline History

Incident Date	Incident Time	Event	Referred By ID	Response	Response From Date	Response To Date
11/13/2008	02:45 PM	Physical Attack on Student	49856	— Parent Conference	11/13/2008	11/13/2008





2. Here you can view:

- **Incident Date**
- **Incident time**
- **Event** - A brief description of incident, selected from a standard list.
- **Response** - A brief description of the response taken by school staff, selected from a standard list.
- **Response From Date** - The start date if the response took place over a span of more than one day.
- **Response To Date** - The end date if the response took place over a span of more than one day.



# Profile

Prince George's County Public Schools uses SchoolMAX to keep a record of your contact information. This includes a mailing address, a phone number, and email address. You can use the My Profile page to request a change or addition to your contact information. You can also change your password. To view your profile page, click **My Profile**.

Attendance	Schedule	Gradebook	Progress Report	Graduation Requirements	Discipline	Fees	My Profile
<b>Profile Change Request Details</b>							
Request Id	Address	Phone	Request Date				
No records were found.							
<b>My Profile</b>							
User ID:	parent2 <a href="#">[Change Password]</a>	Name:					
Address:	 BOWIE, MD 20720-4836	Attendance Alert:					
E-Mail:	Phone:						
Communication medium for Printed Information:							
<div>Edit Phone/Address Edit Profile</div>							

## Changing Your Password

1.To change your password, click the **Change Password** link next to **User ID**.

**Change Password**

Password restrictions are:

- \*
  - 8 character(s) minimum - 12 character(s) maximum\*
  - The password may not be the same as the userid.\*
  - 3 max repeating characters, i.e. '1111','aaaaa'\*
  - no spaces\*
  - no special characters\*
  - 4 characters may not resemble the previous password. i.e. pass1,pass2\*
  - The password may not be one used in the last 100 day(s).

User Login: parent2

\* Password:

\* New Password:

\* Confirm Password:

Change Password

Cancel

- 2.Enter the old password in the **Password** field.
- 3.Enter the new password in the **New Password** and **Confirm Password** fields.
- 4.Click **Change Password**.

# Changing Your Address and Phone Number

To request a change to your mailing address or phone number:

Attendance	Schedule	Gradebook	Progress Report	Discipline	My Profile
<b>Profile Change Request Details</b>					
<b>Request Id</b>	<b>Address</b>	<b>Phone</b>	<b>Request Date</b>		
No records were found.					
<b>My Profile</b>					
<b>User ID:</b>	[Change Password]		<b>Name:</b>		
<b>Address:</b>	GREENBELT, MD 20770		<b>Attendance Alert:</b>	No	
<b>E-Mail:</b>			<b>Phone:</b>	(301) (Home) daytime	
Communication medium for Printed Information:					
<a href="#">Edit Phone/Address</a> <a href="#">Edit Profile</a>					

1. From the My Profile page, click Edit Phone/Address .

<b>Phone/Address Change Request</b>	
The page allows you to submit the change in address and phone number request form to administrator. The administrator once approves, the changes in information is found in Parent Access My Profile.	
<b>User ID:</b>	parent2
<b>Name:</b>	
<b>Household ID:</b>	
<b>Household Number:</b>	
<b>* Mailing Address:</b>	
<b>Mailing Address 2:</b>	
<b>* City:</b>	BOWIE
<b>* State:</b>	MARYLAND
<b>Zip Code:</b>	20720--4836
<b>* Phone:</b>	<div> <input type="text"/> Ext.: <input type="text"/> Phone Type: Cell Phone Time: <input type="radio"/> daytime <input type="radio"/> evening </div> <div> <input type="text"/> Ext.: <input type="text"/> Phone Type: Cell Phone Time: <input type="radio"/> daytime <input type="radio"/> evening </div> <div> <input type="text"/> Ext.: <input type="text"/> Phone Type: Cell Phone Time: <input type="radio"/> daytime <input type="radio"/> evening </div>
<a href="#">Update Phone/Address</a> <a href="#">Cancel</a>	

2. Enter your street address in **Mailing Address**.

3. Enter your **City**.

4. Select the **State** from the drop-down menu.

5. You can enter up to three **Phone Numbers**. You can also select the **Phone Type** from the drop-down menu and select whether you prefer to be contacted during the **daytime** or **evening** at that number.

6. When finished, click **Update Phone/Address**.

**NOTE:** This process does not change your information immediately. Each request must be approved by the school before it takes affect. If the request is urgent, you may want to notify the school that you have made the request.

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# Adding or Changing Your Email Address

To add or edit your email address:

1. From the My Profile page, click **Edit Profile**.

**Profile Change Request Details**

Request Id	Address	Phone	Request Date
No records were found.			

**My Profile**

User ID: parent2 [\[Change Password\]](#) Name:

Address:  BOWIE, MD 20720-4836 Attendance Alert:

E-Mail:  Phone:

Communication medium for Printed Information:

☐ Hard copies of printed information

☐ Electronic copies of printed information

☐ Both hard copies and electronic copies of printed information

2. Enter your email address in the **E-mail** address field.

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**NOTE:** At this time, the Communication medium preferences are not functional, so any selection you make to this field will have no effect.

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