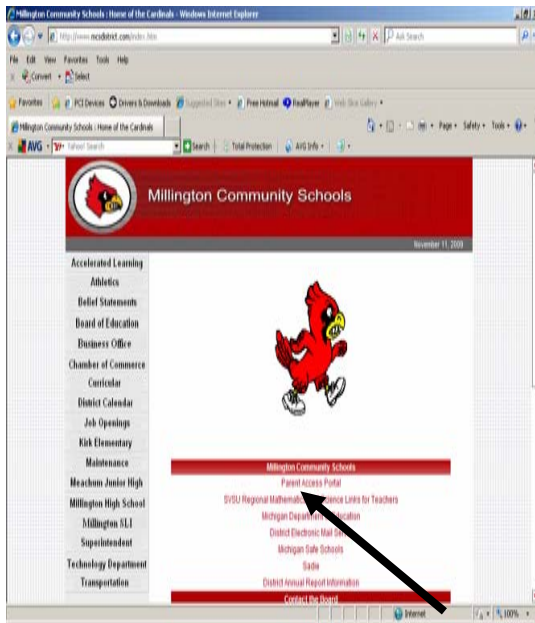


How to Use the Parent Access Portal:

First you must sign and return the Parent Access User Agreement to activate your user id and password. You can then access the account through the following address:

<http://www.mcsdistrict.com>



Click on the Parent Access Portal link found front and center on the district home page.

Enter user name and password provided.

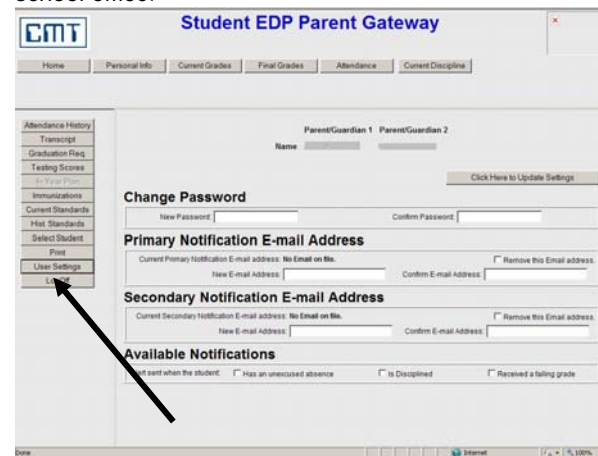


User Settings:

After you are logged in, you will have access to your child(ren)'s information. Just click on the button of the child you wish to preview.

You will be able to see current year information, which is along the top bar. This information is read only, no updates can be made. You will see buttons for Personal Info, Current Grades, Final Grades, Attendance and Current Discipline.*

One of the first options you may want to set up is in the User Settings. You can change your password, fill in your email address, and set automatic notifications to be sent to you through email on the following instances: unexcused absence, discipline, or receiving a failing grade. You may also want to verify that the personal information is correct. If there are any errors or corrections needed, please contact the school office.

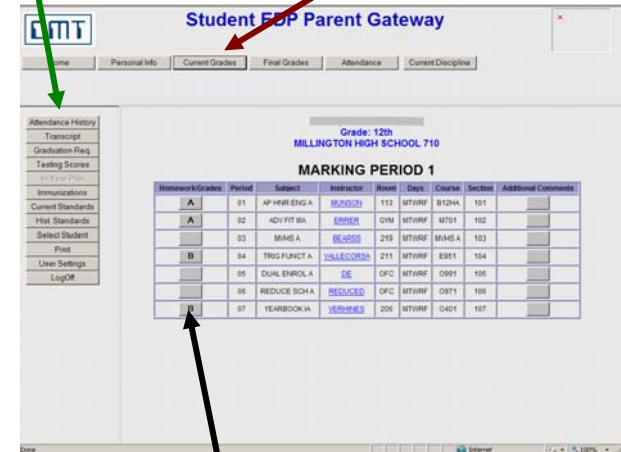


*Current discipline records will be limited to state provided requirements. Not all students' discipline will be shown.

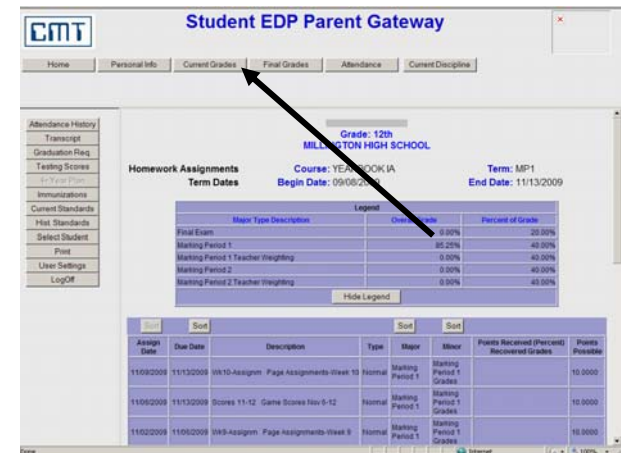
Grade Information:

Buttons along the left side are for historical data.

Buttons along the top are current year information.



Clicking on the Homework/Grades button will give detailed information about the class assignments and points earned (including the date due and a brief description).



Clicking the Final Grades button will show a current year transcript for your student including all the grades from the last report card given.

This will become available in the second semester of school

What is the Parent Access Portal?

The Parent Access Portal is a product that allows parents to have a snapshot of their students' current and historical academic achievements. Keep in mind that this is a new product for both teachers and parents and will require a period of learning and refining.

Parents can view their student's progress along with access to all current and historical academic information including schedules, grades, homework, as well as attendance.

Certain subjects (for example gym, music, seminar, band, etc.) may not have current grades and assignments due to the structure of the class.

If you have any questions, please feel free to contact the office of the school your child attends.

Kirk Elementary 989-871-5270
Meachum 989-871-5269
Millington High 989-871-5221

Or you can contact the Technology Director via email at:

Matthew.Lambertson@mcsdistrict.com

*** IMPORTANT NOTE ***

We encourage you to change your password after the first time you access your parent account. Your password must contain at least 6 characters and should be a combination of letters and numbers.

Millington Community Schools will not be responsible for access gained to your child's information due to sharing, misplaced or non-secured usernames and passwords.

Coming Second Semester



Parent Access Portal

A guide to the Parent Gateway to view grades, attendance, and much more!

Millington Community Schools
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