Parent Portal Registration

Please use the following document to register for a parent portal account.

One parent portal account will give you access to all your children's school information from one login.

With your parent portal account, you will be able to see the following for all of your children.

- **Student Profile**
    - o **Student School Email**
    - o **Hybrid Group Assignment (A, B, C, or D)**
    - o **District / School Events and/or Assignments Calendar**
- **Student Attendance**
- **Students Daily Schedule**
- **Student Report Cart**
- **Student Transportation**
- **Students Gradebook**
- **Student Progress Report**

You can also at any time use Contact Verification (located on the Student Profile tab) and update contact information and emergency contacts.

In addition to the above, you will also be registering your personal email account with the school for future electronic communications related to important school / building information.

Please note that students already have access to this information using their "Student Portal" account and should continue to login to the "Student Portal" daily.

Parents should create their own "Parent Portal" account that is separate from their child's "Student Portal" account.

To register for an account to access the Carbondale Area School District's Parent Portal, visit the CASD website (http://www.carbondalearea.org). You will find **Parent Portal** under the Students Menu on the top of the page.
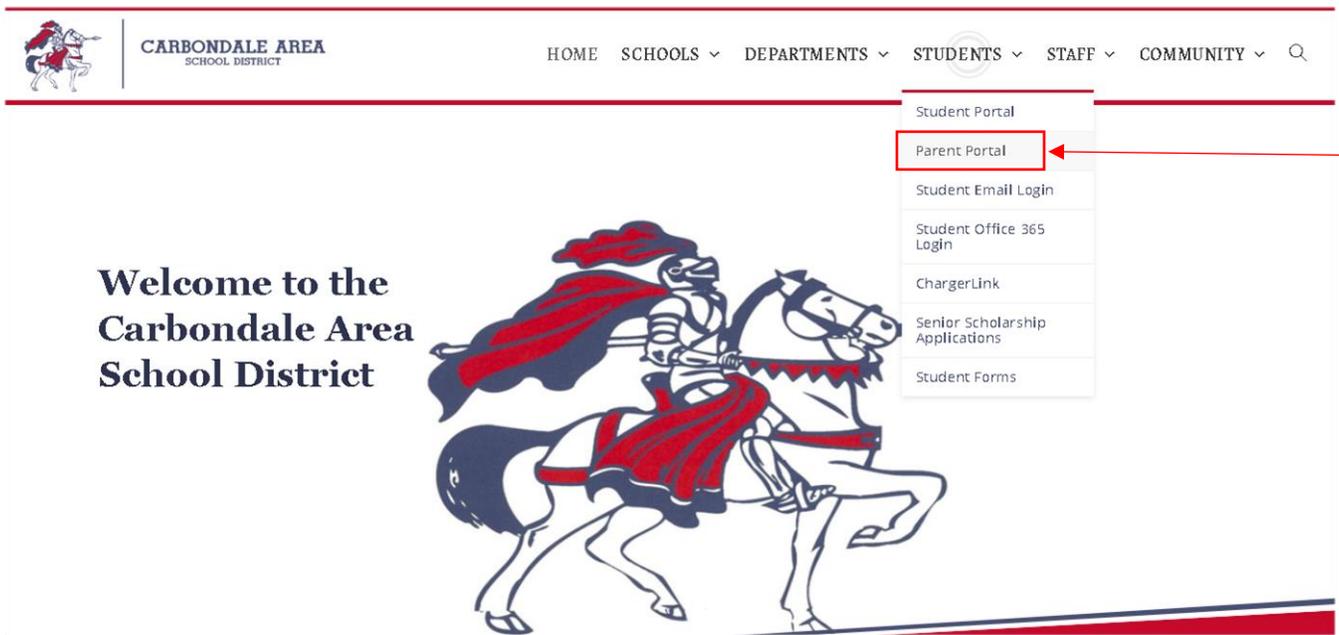
A Parent Portal login screen will open. Click on New Parent Portal Registration Link to begin the Parent Portal registration process.
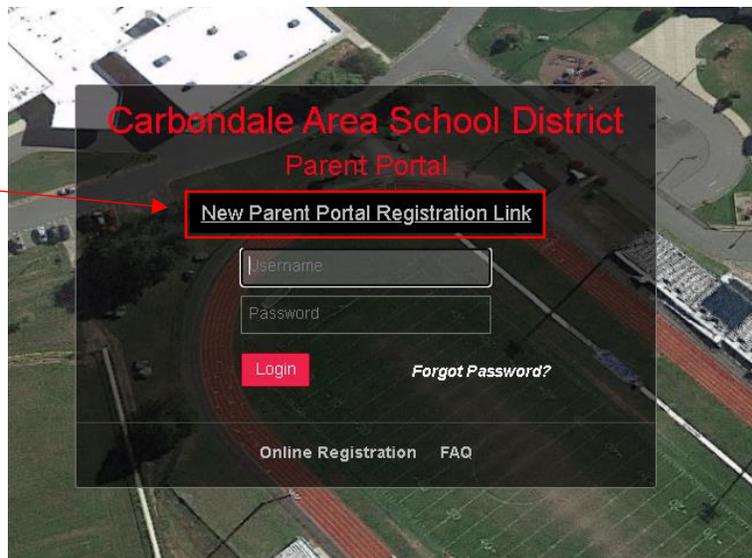
A Parent Portal Registration page will open. Enter the required information (indicated by the red * before the field name) on the Account Information screen. Then click **Create Account Information** when all information is entered into the required fields.

Welcome to Parent Portal Registration!

Account Information	Personal Information	Student Information

STEP 1: Please enter your parent portal information below.

* School District

(Start typing your school district then select your district in the list)

* Username

(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)

* Email Address

(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)

* Confirm Email Address

* Password

(Should be a minimum of 6 characters with at least 1 number)

* Confirm Password

* Authentication Question   Select

* Authentication Answer

Create Account Information

School District is: **Carbondale ASD**

Create a **Username** and **Password** that you will remember as this will be used to login to the portal.

We recommend making your **Username** your personal email address. The same email address you will enter into the next field on the **Account Information** page next to **Email Address**.

Enter the required information (indicated by the red * before the field name) on the **Personal Information** screen. Then click **Create Personal Information**.

Enter the required information (indicated by the red * before the field name) on the **Student Information** screen. Then click **Add Student to the above list**. When the student's name appears in the top part of the page, click **Finish Registration!**

(Note that only one student is required to verify your identity. If you have other students enrolled in the CASD, they will automatically be listed in the portal when your account is approved.)

ID Number is the student's unique CASD ID. This is the same ID number used for her/his lunch. Ask your student what his/her CASD ID number is. It can also be located on past CASD report cards.

A confirmation message will display stating registration has been successful. Once approved, an email will be sent to the email address you registered with.

The first time you login to your "Parent Portal" account, you will need to complete the Contact Verification Process.

Contact Verification will ask you to verify all your contact information as well as emergency contacts.

*If you need to make a change to your home address, you will need to contact a secretary in the building and ask them to update your home address in the system.

Once you are logged into "Parent Portal" click on your child's student ID number (5-digit number in blue)
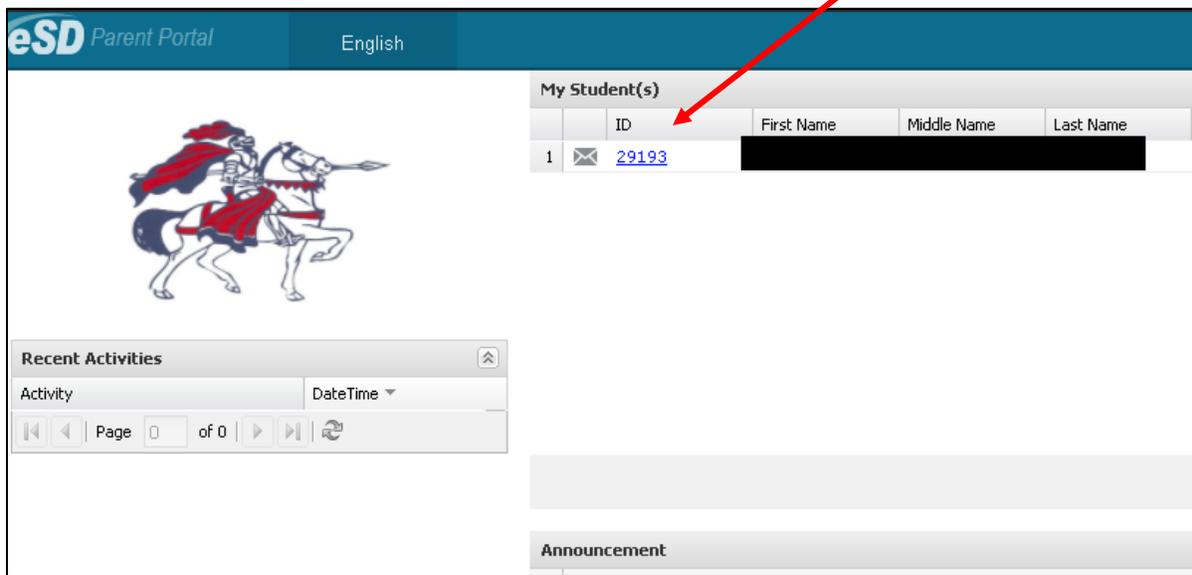
The contact verification page will look like this.

Please make sure you complete the Student Data Updates and Sign Offs section at the bottom of contact verification.

You need to choose **YES** or **NO** to the questions in the Additional Information section.

Then click on [Verify] at the bottom of the page to submit.

Below is a series of questions that allow you the parent to update important information, review important policies, and approve the districts use of your students information.

By choosing **YES** from the drop down box you acknowledge and agree to the following statements.

Handbook Acknowledgement

I acknowledge that I am aware that the 2020-2021 Carbondale Area Elementary High School Student Handbook can be found and accessed at the school website at (www.carbondalearea.org). In addition, the policies and practices as stated in the handbook will be explained during homeroom and class assemblies. Included in this explanation have been the Bullying Policy, Drug and Alcohol Policy, Safe School Policy, Attendance Policy, Parking Regulations, General Discipline Guidelines, and Special Education Policy.

Student Media Permission Slip

Students participate in classroom and school sponsored activities during the course of a school year. Certain classes and activities may be photographed, taped, videotaped, or posted to the school district website via twitter & facebook, by news media, district personnel, or other students. Likewise, live images may be relayed via cable or satellite connections to other district or to other classrooms within our district to allow for live interactions between students and teachers at separate locations.

Distance learning video recordings may be used to educate others about distance learning at seminars and other public places. Any media interaction with students must be approved in advance by the administration. Photographs, tapes, or video recordings created for commercial use are not permitted by the Carbondale Area School District.

This involvement by students, and the sharing of educational techniques and experiences, is intended to enhance and enrich the educational opportunities of all students and staff. The school's experiences and involvement in these areas has been positive.

Student and parents are advised that students' voices, physical presence, participation in classroom/shop, and other activities may be transmitted to distant learning sites, videotaped, recorded, and/or photographed.

I/we acknowledge that the student is a minor, and certify that I/we have given consent to the Carbondale Area School District permission to properly use the aforementioned media format(s).

Parent/Student Internet Use Agreement Contact

As a parent or legal guardian of this student I have read, understand, and agree that my child will comply with the terms of the Carbondale Area School District's Acceptable Use Policy. I understand that this access is designed for educational purposes and not to access material of an offensive and/or controversial nature. However, I also understand it is impossible for the Carbondale Area School District to restrict access to ALL offensive and/or controversial materials and understand my child's responsibility for abiding by the Carbondale Area School District's Acceptable Use Policy. I am therefore signing this contract and agree to indemnify and hold harmless all claims and damages of any nature arising out of my child's ability or inability to use computer systems, the Internet, technology, and network systems including without limitation, liability for copyright violations. Further, I accept full responsibility for supervision of my child's use of his/her account, if and when, such access is not in the school setting will not hold them responsible for materials this student may acquire on the network. I hereby give my permission for the student named above to use the Carbondale Area School District's computers, the Internet, technology, and network systems.

Additional Information   ⊗

    * Handbook Acknowledgement (Please Choose YES If You Agree)   [YES ▼]

    * Parent/Student Internet Use Contract Agreement (Please Choose YES If You Agree)   [YES ▼]

    * Student Media Permission Slip (Please Choose YES If You Agree)   [YES ▼]

At any time if you forget your "Parent Portal" login. Please go back to the "Parent Portal" login page and click on Forgot Password?
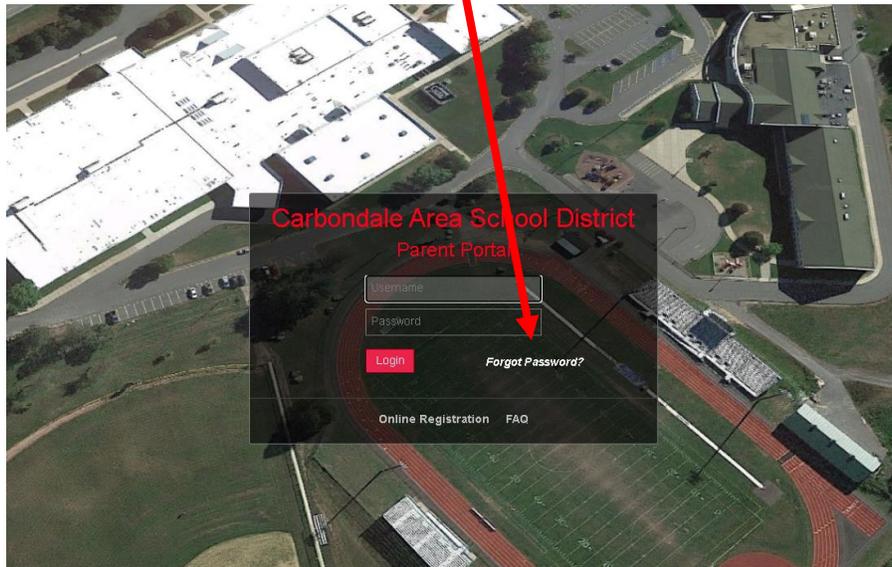
You will need to remember your **UserID** or your **personal email address** used when registering for your parent portal.

The password will be sent to your personal email used when registering for parent portal.

Parent Portal Mobile App

If you have a smart phone you can download the **FREE** EschoolData App.

The EschoolData app will allow you to access "Parent Portal" from your smart device.
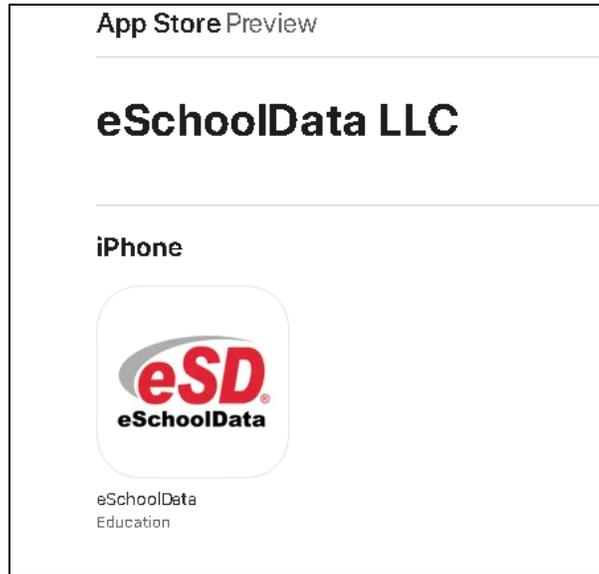
eSchoolData Mobile puts student information at your fingertips! Parents and students can review real-time academic, attendance, discipline, and schedule information. In addition, push notifications alert users to new messages, announcements, and changes to student records.