

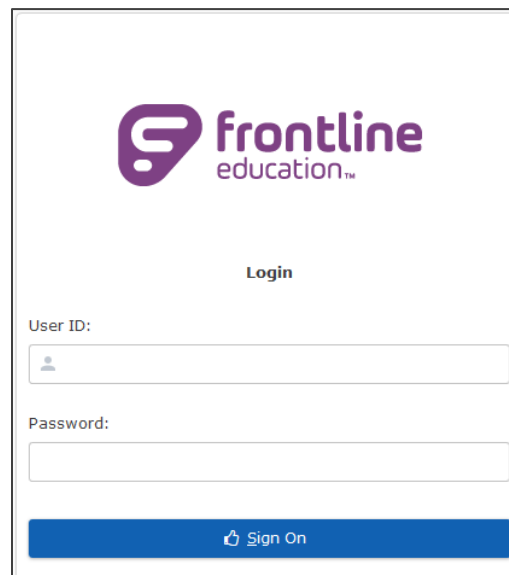
Parent Self-Serve

Parents/Guardians can access Parent Self-Serve via the AISD Portal to access their student's educational information such as grades, assignments, schedule and attendance.

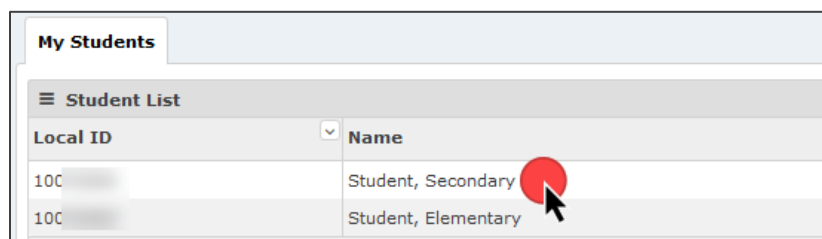
1. Sign into the **AISD Portal** at portal.austinisd.org
2. Click on the **Frontline SIS Parent Self-Serve** tile.



3. You will be directed to a webpage to login. Your **User ID and Password** are the same you used to login to the AISD portal.

A screenshot of the Frontline education login page. At the top center is the "frontline education™" logo. Below the logo is the word "Login". Underneath "Login" are two input fields: "User ID:" with a small person icon to its left, and "Password:". At the bottom of the form is a blue button with a white arrow icon and the text "Sign On".

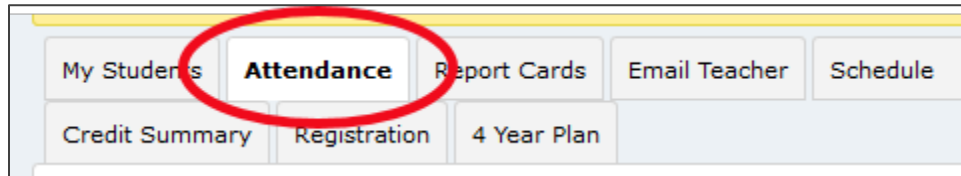
4. Click on your **student's name** to access available information.



My Students	
Student List	
Local ID	Name
10C	Student, Secondary
10C	Student, Elementary

Attendance

1. Click on the **Attendance** tab to see the student's attendance history.

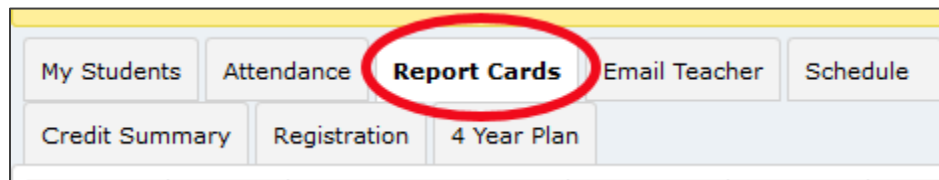


2. Click on the **View Legend** button at the bottom of the page to see attendance code descriptions.



Grades and Assignments

1. Click on the **Report Cards** tab to see the student's current average for each course.



2. Click on a grade to see student's individual assignment grades.

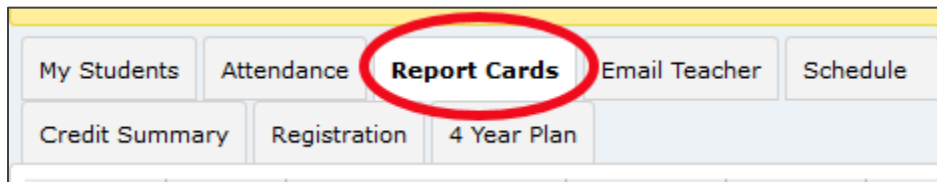
Course	Sect	Teacher	Short Desc	Day Prd	Room	1Nin	2Nin	3Nin	4Nin	YrAv
Scheduled										
1001.R000.Y	1		ENG 1	T - 01		78				
3001.R000.Y	1		ALGEBRA 1	T - 02		89				
3010.R000.Y	1		BIOLOGY	T - 03		88				

Click on a grade to see student assignment grades.

3. When you click on an individual assignment grade, a new tab titled **Assignments** opens. This tab lists all the assignment grades and due dates for that course.

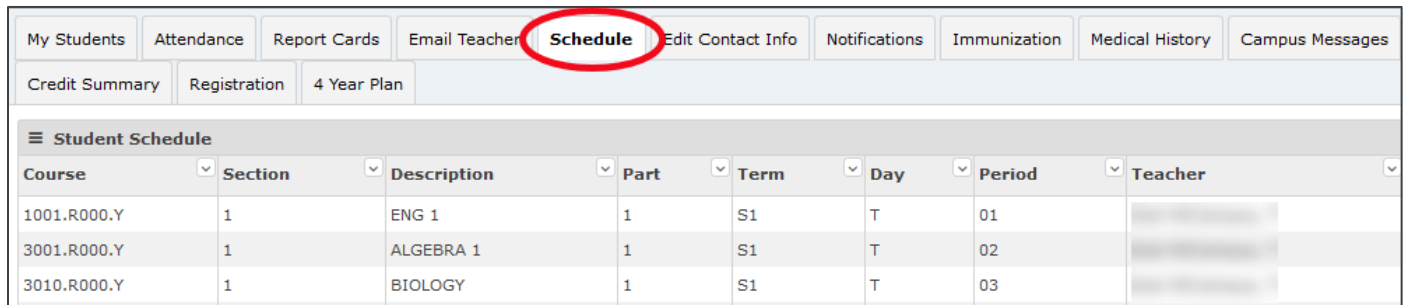
Assignment Name	Grade Value	Dropped	Assign Date	Due Date	Grade Scale	Maximum Value	Count
Assignments ☰ Daily Grade, Homework Average: 86 Weight: 25.0							
Rate of Change	91(91.0%)		11-02-2020	11-02-2020	100	100	1
Plotting Coordinate Points	77(77.0%)		11-02-2020	11-02-2020	100	100	1
Graphing Linear Fcns	89(89.0%)		11-02-2020	11-02-2020	100	100	1

4. To return to see other course grades and assignments, click on the Report Cards tab.



Schedule

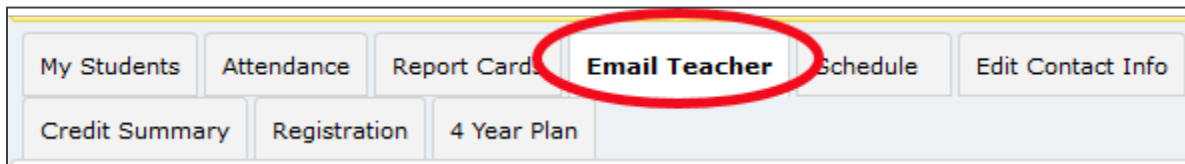
1. Click on the **Schedule** tab to see the student's schedule, including *Day, Period, and Teacher Name*.


 A screenshot of the 'Schedule' tab in the parent self-serve interface. The 'Schedule' tab is circled in red. Below the navigation menu is a table titled 'Student Schedule'.

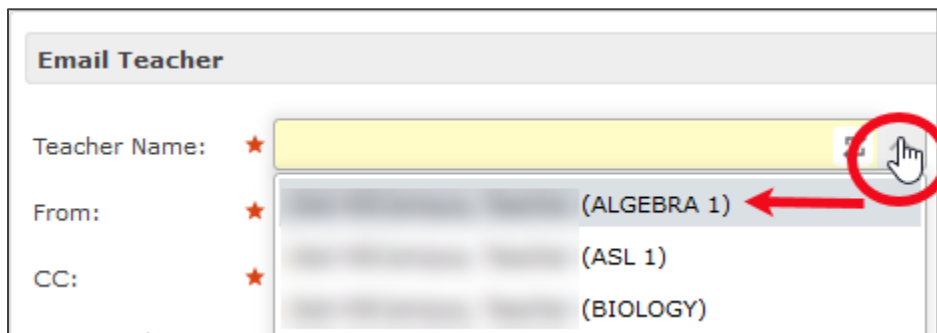
Course	Section	Description	Part	Term	Day	Period	Teacher
1001.R000.Y	1	ENG 1	1	S1	T	01	
3001.R000.Y	1	ALGEBRA 1	1	S1	T	02	
3010.R000.Y	1	BIOLOGY	1	S1	T	03	

Email Teacher

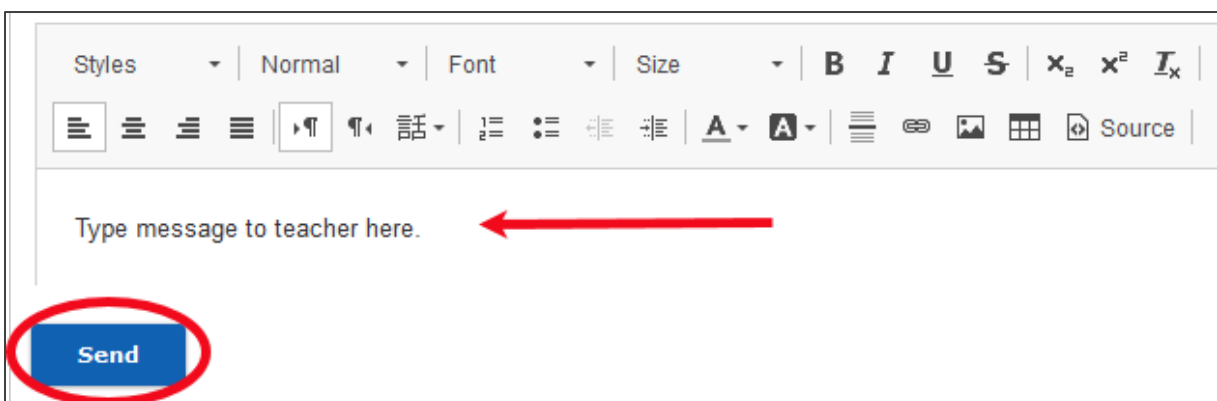
1. Click on the **Email Teacher** tab to send an email to a teacher.



2. **Select** the teacher's name from the drop-down menu.

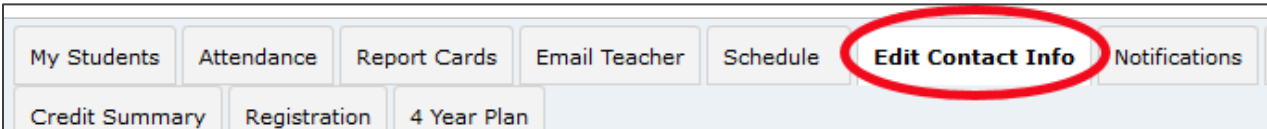

 A screenshot of the 'Email Teacher' form. The 'Teacher Name' field is highlighted in yellow, and a dropdown menu is open showing a list of teachers: '(ALGEBRA 1)', '(ASL 1)', and '(BIOLOGY)'. A red arrow points to the selected teacher name, and a hand cursor icon is shown over the dropdown arrow.

3. **Type** the message and click the **Send** button at the bottom of the page.


 A screenshot of the email composition area. It features a rich text editor toolbar with options for Styles, Normal, Font, Size, Bold, Italic, Underline, Strikethrough, subscript, superscript, and text color. Below the toolbar is a text input area with the placeholder text 'Type message to teacher here.' and a red arrow pointing to it. At the bottom left, a blue 'Send' button is circled in red.

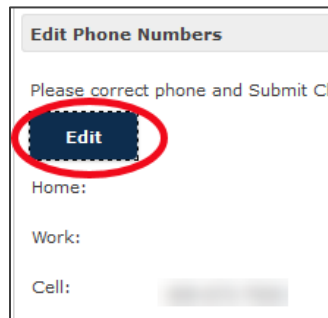
Edit Contact Information

1. Click the **Edit Contact Info** tab to change your phone number or email address.

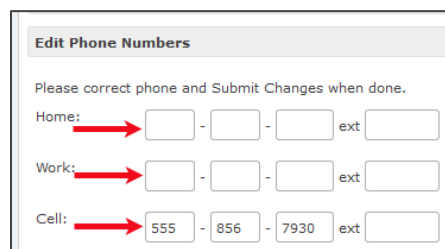


Edit Phone Number(s)

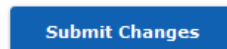
1. In the **Edit Phone Numbers** section, click the **Edit** button.



2. **Enter** the correct phone number(s).

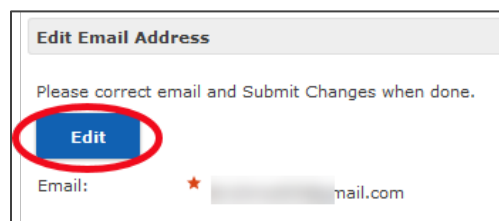


3. **Scroll** to the bottom of the page and click the **Submit Changes** button.



Change Email Address

1. In the **Edit Email Address** section, click the **Edit** button.



2. **Enter** the correct email address and click the **Submit Changes** button.

