

## **TxConnect Parent Portal Procedures**

### **INTRODUCTION**

TxConnect Parent Portal is provided to the parents of SWISD students as a service to facilitate the partnership of the home and school in each child's education. It is one of several tools used to communicate the progress students are making in their education.

### **ACCOUNT PROCEDURES**

A "Portal ID" is assigned to each student in the TxEIS system. The parent/guardian must have this ID number in addition to the student's ID number to create an account. This portal ID can be distributed in two ways. First, a campus administrator may choose to print the TxConnect Parent Portal letter for all students and mail it to the address on the child's registration information. This letter may also be distributed to the parent/guardian in person. The person issuing the letter in person must verify the parent has custodial rights. Portal ID's are only issued to parents/guardians with custodial rights.

### **CAMPUS PERSONNEL RESPONSIBILITY**

All administrators, counselors, and office staff can be granted rights to access the portal letters and portal ID's. The campus principal should submit a list of the personnel on his/her campus that should be granted these rights to the district PEIMS office at the beginning of each year. Once rights are granted, tutorials and support for accessing the portal letters and ID's is provided by the Instructional Technology department.

### **PARENT ACCESS**

Parents who had an account on the last day of the previous school year do NOT need a new account. A parent must request the portal ID in person. Once the guardianship rights of the parent have been verified, a Portal ID letter is printed from TxEIS and issued to the parent. The letter provides the parent with instructions to create the account.

### **CONTACT**

Questions about TxEIS rights for Parent Portal should be directed to the district PEIMS office. All other Parent Portal questions should be directed to the district instructional technology office at 622.4395

More information is available in the "For Parents" section of the Southwest ISD website.