

## *Types of Information You Can View Online*

- **Schedules**—shows the classes your child was enrolled in as of the last time that schedules were printed. This report is divided by semester.
- **Progress Report**—shows the most recent progress report that was sent home.
- **Report Card**—shows the most recent report card that was sent home.
- **Transcript**—shows the most recent transcript that was generated for your student.
- **Gradebook**—shows a listing of classes by marking period that are posting grades to the portal. Selecting a class will show all grades for your student that have been made available by the teacher. On the gradebook tab, you can look back at grades from previous marking periods by changing the marking period before selecting the class name.
- **Attendance**—this tab shows any days in the current year where an absence was recorded for your child. An attendance note can be generated for any daily absences containing "A\*" making it easier for you to submit excuses for unexplained absences.

## *Know Your Child's Progress*

The parent portal will allow you instant access to your child's academic information, including individual classroom assignments and corresponding grades. However, grades are only shown after teachers have finished entering them and have published them to the portal. It is at the teacher's discretion when those grades are published to the portal. Certain assignments such as tests, projects, or long writing assignments take a great deal of time to grade. Parents need to understand that just because an assignment was handed in today does not necessarily mean the grade will be posted on the same day.

While we encourage parents to be actively involved in their child's education, we also caution parents calling or emailing a teacher to inquire as to when a particular assignment's grade will be posted to the portal. Requests of this nature take valuable time away from the teacher's normal out of class responsibilities of grading, providing extra help and preparing for upcoming classes. Concerns regarding grades should first be discussed between you and your child. If questions still exist, please feel free to contact the teacher at school for further discus-



### *Parent Portal Technical Support*

Westminster Community Charter School  
24 Westminster Ave. Buffalo, NY 14215  
(716) 816-3450

[www.westminstercccs.org](http://www.westminstercccs.org)

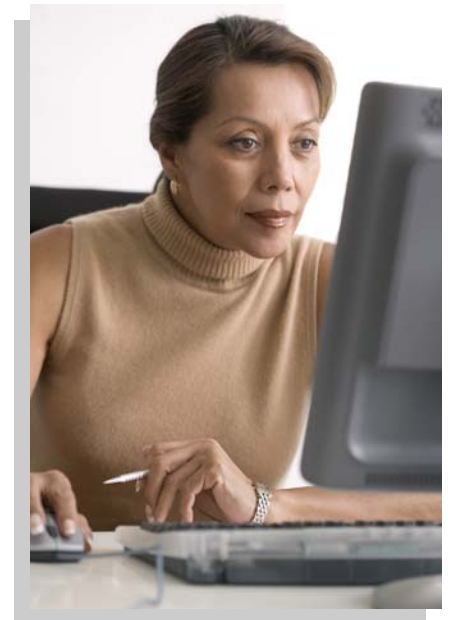
**Website Link to Portal:**

<https://esd.wnyric.org/ESCHOOLPORTAL/westminster>



*Yvonne S. Minor-Ragan, Principal*  
*Pastora Bolden, Asst. Principal*

## *eSchool Data Parent Portal*



*The children are our community's future.*

## eSchoolData Parent Portal

The Parent Portal provides you with 24/7 access to your child's academic information. No longer will you have to wait for the mail to arrive. With a parent portal account, you may log on at any time to view information regarding your child's schedule, grades and attendance.

A parent portal account provides you with a sort of one-stop shopping no matter how many children you have in the district or



Enjoy instant 24/7 access to your child's academic information.

which buildings your children attend. The computer does all the work of correctly matching you up with your children and only your children. The family oriented

design of the database only requires a single login account for access to information for all children in the family. As you register that new kindergartener next year, their information will instantly be pushed to your portal view with no additional steps on your part as a parent. Making the process so simplified and streamlined means the additional cost of offering this access is virtually zero.

We encourage parents to take part in the parent portal by submitting a request via the school Web site. Look for a link to the portal login page, and if you do not already have an account, you may sign up for one on the login page.

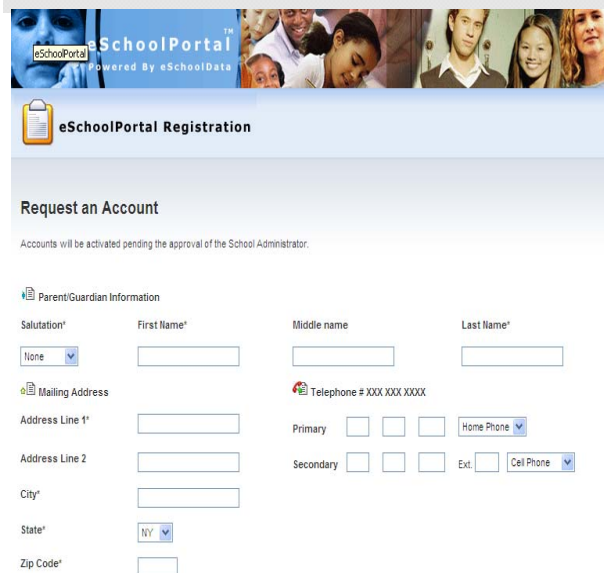
### New Portal Accounts

To create a new account, please visit our site at ([www.westminsterccs.org](http://www.westminsterccs.org)) and go to the Parent Portal link in the Parents section. Underneath the login button, first time users can use the [click here](#) to create a new account.

Tips for the account request page:

- Type your name exactly as it appears on correspondence sent from the school (i.e. if your name is Edward, do not use Ed on the account request page).
- Only sign up for one child—once your account is approved you will automatically gain access to all of your children.
- Use an e-mail address that is not likely to change. The only way to reset your password is via email. If your e-mail address changes, you will need to request a new account.

Once you have successfully submitted your account request, district personnel will review your request and approve or deny it. Once an account is approved, you will receive an e-mail containing a link to activate that account. Once you have activated your account, you are ready to login and view your child's information.



The screenshot shows the 'eSchoolPortal Registration' page. At the top, there is a banner with the eSchoolPortal logo and a photo of a family. Below the banner is the 'Request an Account' form. The form includes a note: 'Accounts will be activated pending the approval of the School Administrator.' The form is divided into sections for 'Parent/Guardian Information' and 'Mailing Address'. The 'Parent/Guardian Information' section includes fields for Salutation (dropdown menu), First Name, Middle name, and Last Name. The 'Mailing Address' section includes fields for Address Line 1, Address Line 2, City, State (dropdown menu), and Zip Code. There are also checkboxes for Primary and Secondary addresses, and dropdown menus for Home Phone and Cell Phone.

### Parent Portal New Account Request Screen



The screenshot shows the 'eSchool Parent Portal' login screen. At the top, there is a banner with the eSchoolPortal logo and a photo of a family. Below the banner is the 'Member Login' section. The login screen includes a 'Welcome to the eSchool Parent Portal' message, an 'Email Address' field, a 'Password' field, a 'Remember me' checkbox, and a 'Forgot password? Click here' link. There is a 'Login' button and a link for 'First time here? Click here to create a new account.'

### Parent Portal Login Screen

### Using Portal Accounts

To log into your portal account, please visit the district Web site and follow the links to the parent portal login page. Once at the login page, use the e-mail address and password that were used to create the account and click *Login*. Finally, you must agree to the terms and conditions of the site before gaining access to student information.

Once you are successfully logged into the parent portal, you will be brought to your home page. The home page contains links to each of your children, as well as, district wide announcements. You will also see a *My Account* link at the top of the page. Use that link to change your password at any time you feel your password needs to be changed.

To view academic information about your child, you must first select the child from the list on the home page. Once a child is selected, a tabbed browsing screen will display. Each tab corresponds to specific reporting that is generated from the eSchoolData student management system. These tabs include Report Cards, Progress Reports, Schedules, Attendance, Transcripts and Gradebooks. Some tabs may not be available to all students. To view information, simply click on the tab containing the information desired. It's as easy as that.