
ParentConnection User Guide

1

How to Find and Log into ParentConnection



This job aid will help you find and log into ParentConnection, and walk you through some of the features that make ParentConnection a great way to track your student's progress and help them continue to excel at school.



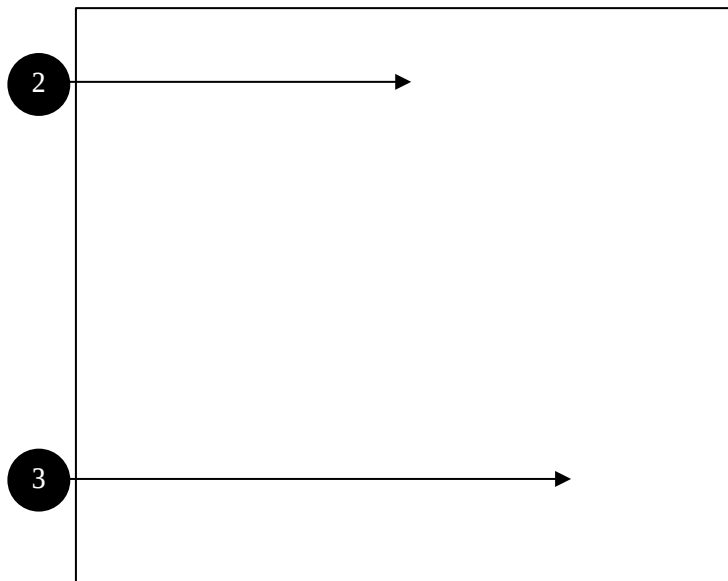
You can get to ParentConnection with the following Computer and software:

- x A Windows computer running XP, Vista or Windows 7, or an Apple running Mac OS 10.2 or above.
- x A DSL or cable connection to the Internet.
- x Any one of the following web browsers:
 - i Internet Explorer version 6.0 or above
 - i Firefox version 2.0 or above
 - i Chrome version 2.0 or above
 - i Safari version 2.0 or above



You may go directly to ParentConnection by selecting the link below or entering the following address in the Internet browser address bar <https://parentconnect.asdk12.org/> (notice the “s” after http). You may also navigate to ParentConnection through the district website by following the below instructions.

1. Go to www.asdk12.org
2. Select
3. Select

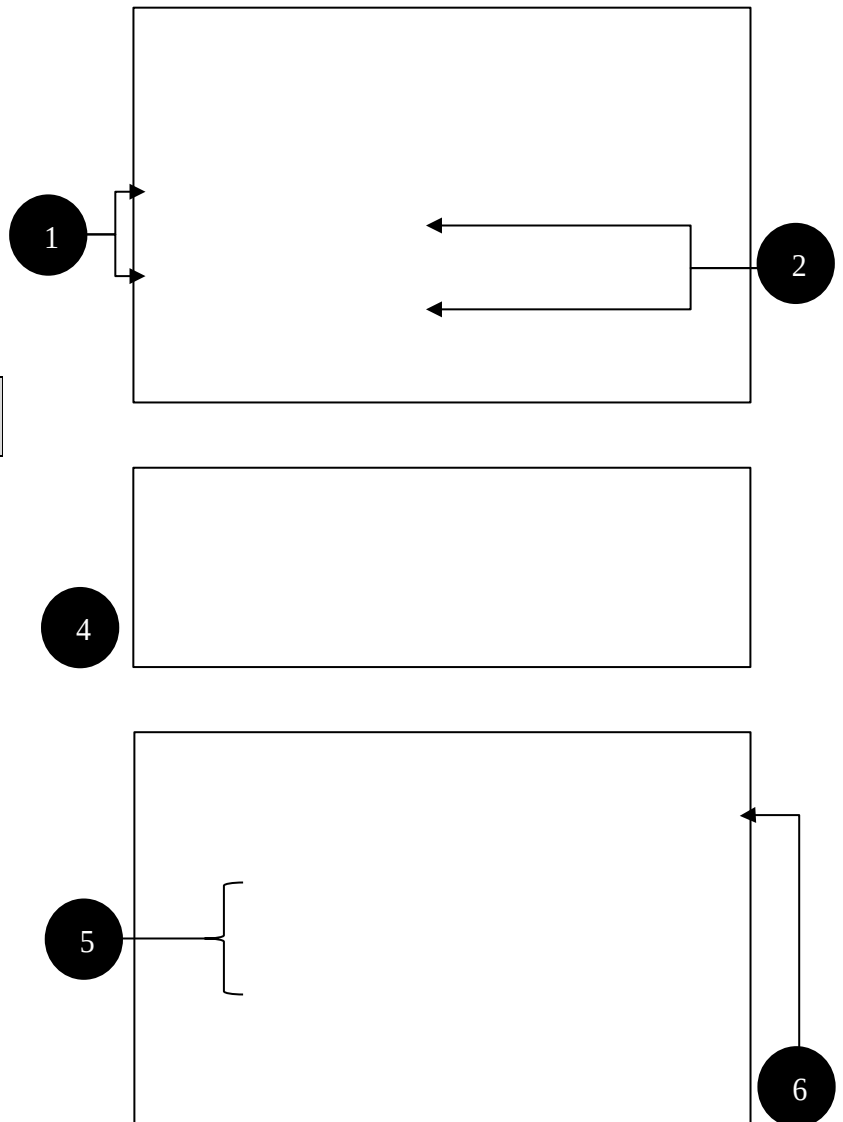


ASD Password Reset Questions

This feature provides a quick and easy way to reset your password in the event that your password is lost or forgotten. Two questions and answers must be submitted at initial login; however, they may be changed or updated at a later time if desired.

1. Select two questions from drop down menus.
2. Provide answers to the selected questions.
3. Click 
4. Click Continue
5. Review Questions and Answers
6. Click 

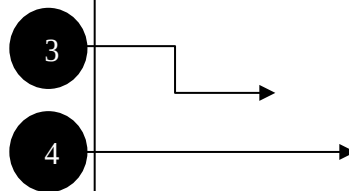
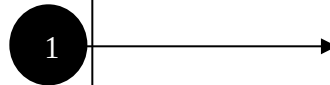
Remember: Answers to security questions will not be case sensitive.



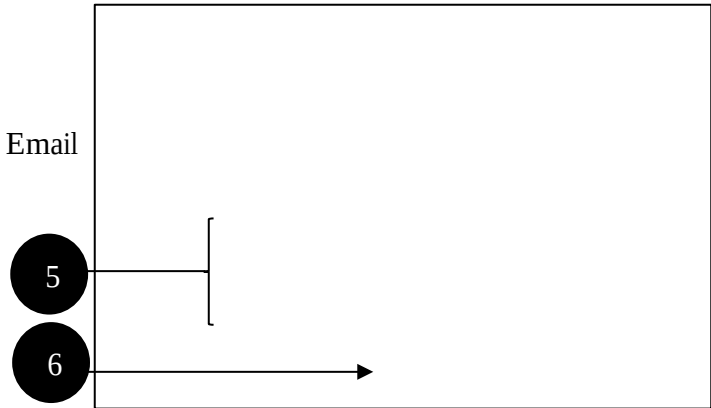


If you have lost or forgotten your password, you may generate a temporary password by answering the two security questions that were set-up during the initial login. After answering the security questions correctly, an email will be sent to the email address on file with a temporary password. If you have lost or forgotten your PIN, please contact the front office staff for your school.

1. Select 
2. Select 
3. Enter 
4. Click 



5. Answer Security Questions
6. Click 
7. Click 
8. Retrieve temporary password from Email
9. Login with temporary password



7



8



Free & Reduced Price

A link to the electronic Free & Reduced Meal Application is available on the login page of ParentConnection. If you would like to download and print a PDF version of the application, please go to <http://www.asdk12.org/menus/frp.asp>. Applications are also available in Espanol, Hmoob, Korean, Faa-Samoa, and Tagalog.

Application

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Application

1. If you have Web Access to more than one student in the Anchorage School District with ParentConnection, select which student's info1(i)-s/LBody <MCID 8 >>B361oi:1f2 /LBodBTonnecti icaa 5a7nt'

this information to be sure that the school has the most up-to-date information. Follow the procedures at your student's school for the necessary updating of this information.

B – This page lists your child's current class schedule.

Aa – This page contains any pertinent information regarding your child's attendance. Contact your student's school for questions concerning this data.

An – Here you can view your child's progress in their classes. This page defaults to Show Assignments For Last/Next Week. If you select Show All Assignments in the upper-left corner near the menu items, you can see all assignments

6 **Graduation Requirements** are credits that must be earned per subject in order for a student to graduate from high school. The Anchorage School Board defines these requirements. This screen compares the **6** credits to the current (**Ab**) number of credits the student has earned to date per each area. The Requirement Met (**6M**) column indicates by a yes if the requirements for an area have been met. This field will be blank if the requirement is unmet. The balance of credits remaining to be satisfied is shown in the **6** column. A blank field in the Short column indicates the credits have been met for that area.

- x Courses taken at King Career Center may not reflect correctly in Grad Requirements.
- x Courses in which a Waiver has been granted will not show as completed on the Grad Requirements page.
- x Questions concerning Graduation Requirements information should be directed to your school counselor. **6C** **6Bb**

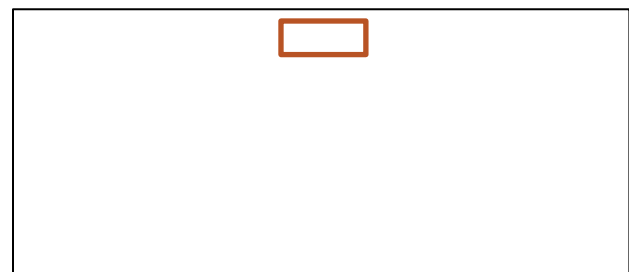
7 – This page displays the student’s score history in standardized testing. Questions concerning Testing information should be directed to your school counselor.

Ab Here you can view a historical record of any Activities the Anchorage School District is recording. This may include clubs, athletics or other programs. For questions concerning this information contact your school counselor.

For assistance in reading this ParentConnection information please reference the Zangle Manual found under the [Help](#) link in the top right corner of the StudentConnection window. The Zangle Help menu has additional information on all features currently being deployed by the Anchorage School District (ASD). It also contains information on features not being deployed by ASD at this time. As new features are added in future years you will be notified and given documentation to support your use of the features as implemented by ASD.

3 **Online Payments**

The Online Payments feature allows parents and guardians to make payments on school related costs and fees online with a credit card. Payments may be made with the following credit cards: Discover, Master Card, and Visa. Each individual school may have different fees available online for payment. Currently, most schools offer payment options for cafeteria meals and select sporting activities. Please contact your school’s front office staff regarding fees and payment availability.



ASD

The ASD Store tab allows parents to select their student(s) and choose a fee to make payment on. One fee per student may be selected at one time; however, multiple fees may be paid per transaction.

1. Select **S**
2. Choose fee **Sh**
 - i Enter desired amount
3. Select **Add**
4. Select

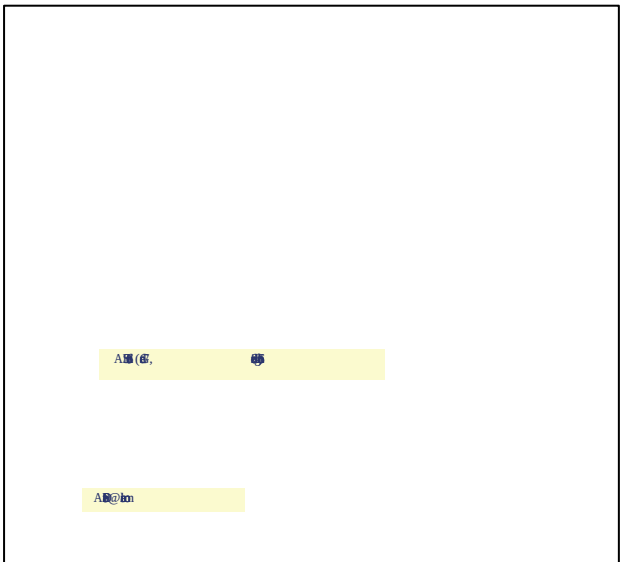
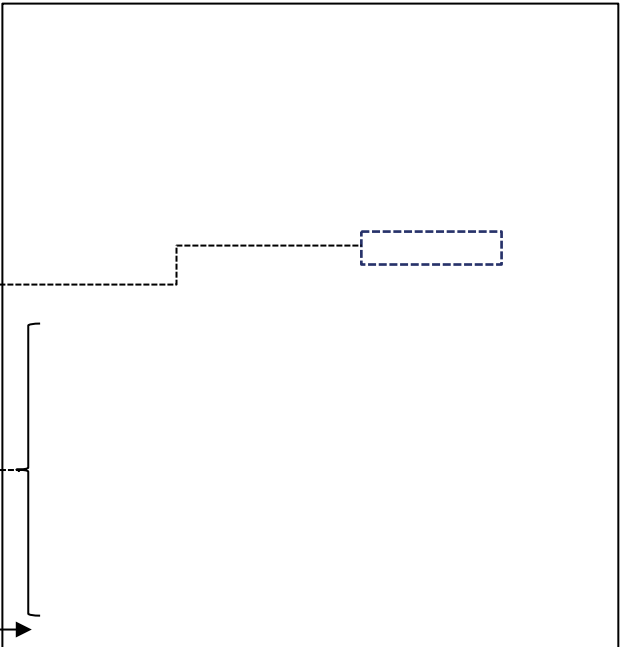
3. Input Billing Information
 - i Click 
4. ASD Shopping Cart Check Out
 - i Review Order Summary
 - i Review Billing Summary
 - xContact Info
 - xCredit Card Info
5. Click 
6. Review & Print Receipt

3

4

5

6



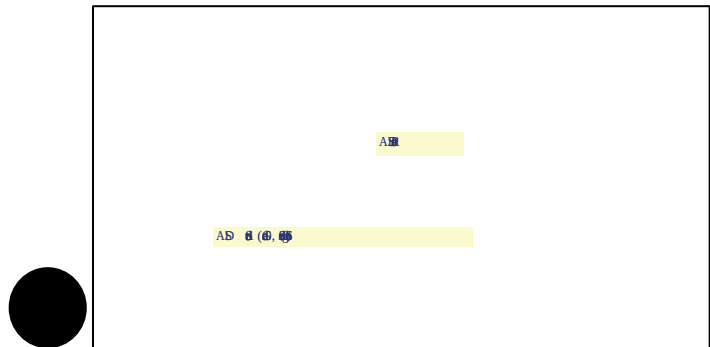
7. Review confirmation email and receipt

DIAC

1. Select **D**
2. Select **Y**

BI

2. Select Student ID or Description
3. Review Purchase Details
4. Click 
- 



The Meal Plan tab shows the available balance on your student's cafeteria meal account. Additional funds may be added to the student's account by selecting the add link in the left hand column of the table.

1. Select Ad

2. Enter desired dollar amount
3. Select Add
4. Select Add to Cart
5. See Shopping Cart (p. 12) for further instructions

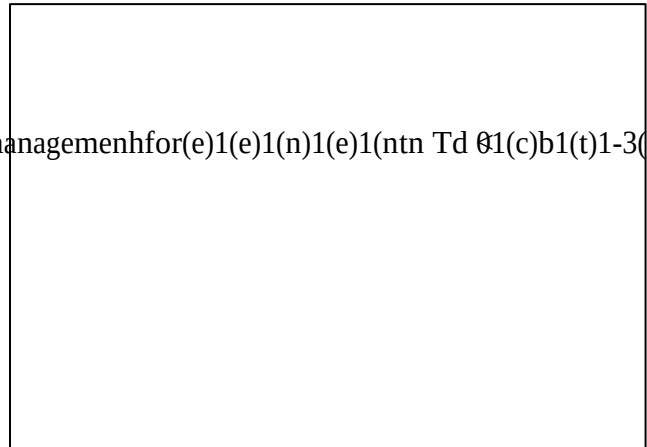


GUINNESS

1. ParentConnection E-mail Notifications allows parents or guardians to receive email notifications from the school regarding Attendance, Assignments, Report Card and School News relating to the student. These are the currently available notifications in the Anchorage School District. Parents may select which types of notifications they wish to receive for each of their students. More detailed descriptions for the types of notifications can be found in the Zangle ParentConnection manual (pgs. 12-14) accessed through the [link](#).

- i To subscribe to ParentConnection Email Notifications select the  link in the upper right section of your main ParentConnection screen. This will open the Email Notifications management screen.

- i On the Email Notifications management screen select the Notification Types you would like to subscribe to per e-Email

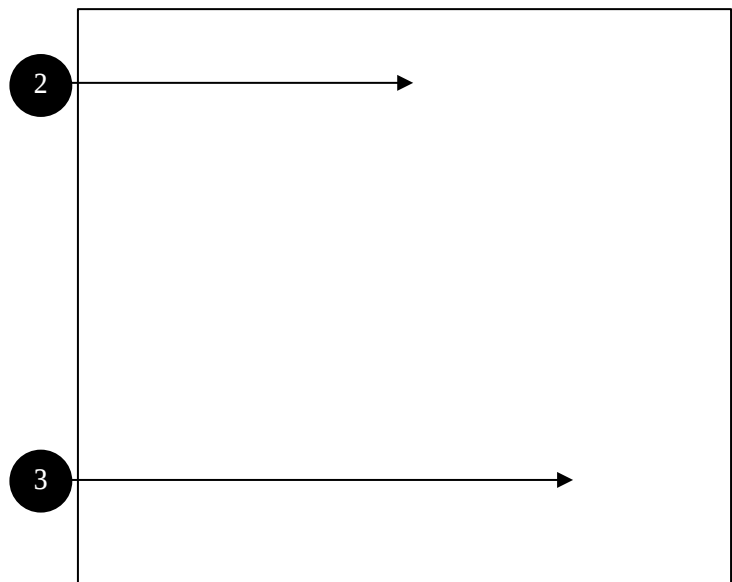


- i Assignments: Receive updates on classroom assignments posted by your student's teacher. Email notifications may be sent when assignments are updated or when new assignments are created.
- i Report Card: An email containing marks from the most recent reporting period will be sent to each parent with web access at the end of each reporting period. Please contact your school with questions regarding specific dates the report card will be available.
- i Cafeteria: Receive emails containing student's cafeteria charges, payments, balance, and bonus meals. Negative balances will be designated in red font.



Welcome to ParentConnection for Summer School!

Please note that Summer School and Regular Year are two separate sites and databases. Student's



4. Select Summer School link

FAQ

Why - link

- i ParentConnection employs JavaScript pop-up windows for viewing student information pages. If you have a pop-up blocker turned on you will not be able to view ParentConnection. To view your child's information go to <https://parentconnect.asdk12.org/>

Looking for

- i ParentConnection uses the JavaScript scripting language in it's pages to display windows and communicate information requests back to the database server where the information is stored. You should be using a JavaScript capable browser and the latest version of the Java runtime environment for your computer's operating system.

How to

- i If you have forgotten your password, utilize the Password Reset feature in Section 1 of this documentation. If you have forgotten your PIN you will need to go to the office of your child's school. The office staff will confirm your identity via your driver's license or other valid picture identification and will then provide you with your PIN. Upon login

~~PMO #077~~

- i The default view for assignments is the "last week" and the "next week." If an assignment date does not fall within this range it will not be shown on the default view. Select the "View All Assignments" link near the upper left corner of the page. This will allow you to view all assignments from the beginning of the term in which the course is scheduled.

A small logo consisting of a black square with a red 'f' and a black 'y' to its left.