# Parent Guide for Access to the

# WVEIS Parent Portal

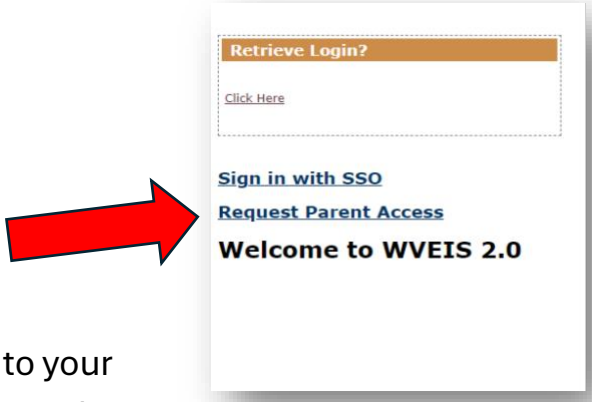
The WVEIS Parent Portal allows parents the ability to see WVEIS data concerning their student. Parents will be able to view information such as -

| | |
|---|---|
| Student Schedule | Behavior |
| Period Attendance | Daily Attendance |
| Report card grades | Transcripts |
| Graduation progress | PEP Plan* |

*Parents will be able to view and sign the PEP plan. All other data is view only.

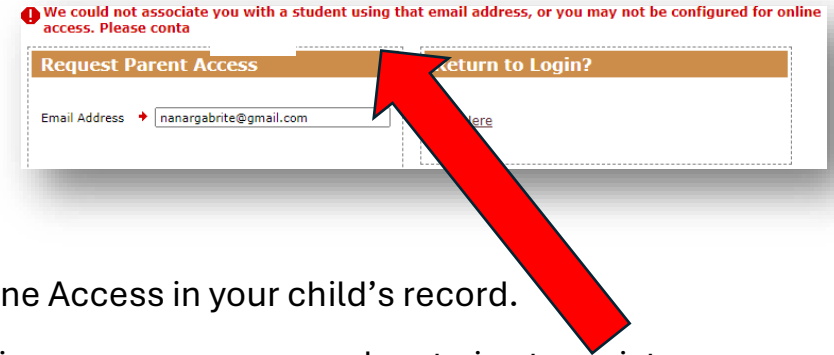
## Registering for a Parent Account

1. **The registration/log-in page for our county is** [https://braxton.sis.k12.wv.us/apps/ptl/ptl100/logins.shtml](https://braxton.sis.k12.wv.us/apps/ptl/ptl100/logins.shtml)
2. **Click the 'Request Parent Access' link**
3. **Enter your email address**
4. **Click ENTER**




**PLEASE NOTE:** In order to be successfully connected to your child's WVEIS record, the following conditions must be met –

1. You must be listed as a guardian on your child's WVEIS record
2. **You must register with an email address that is on your child's record in WVEIS**
3. You must be marked to allow Online Access in your child's record.

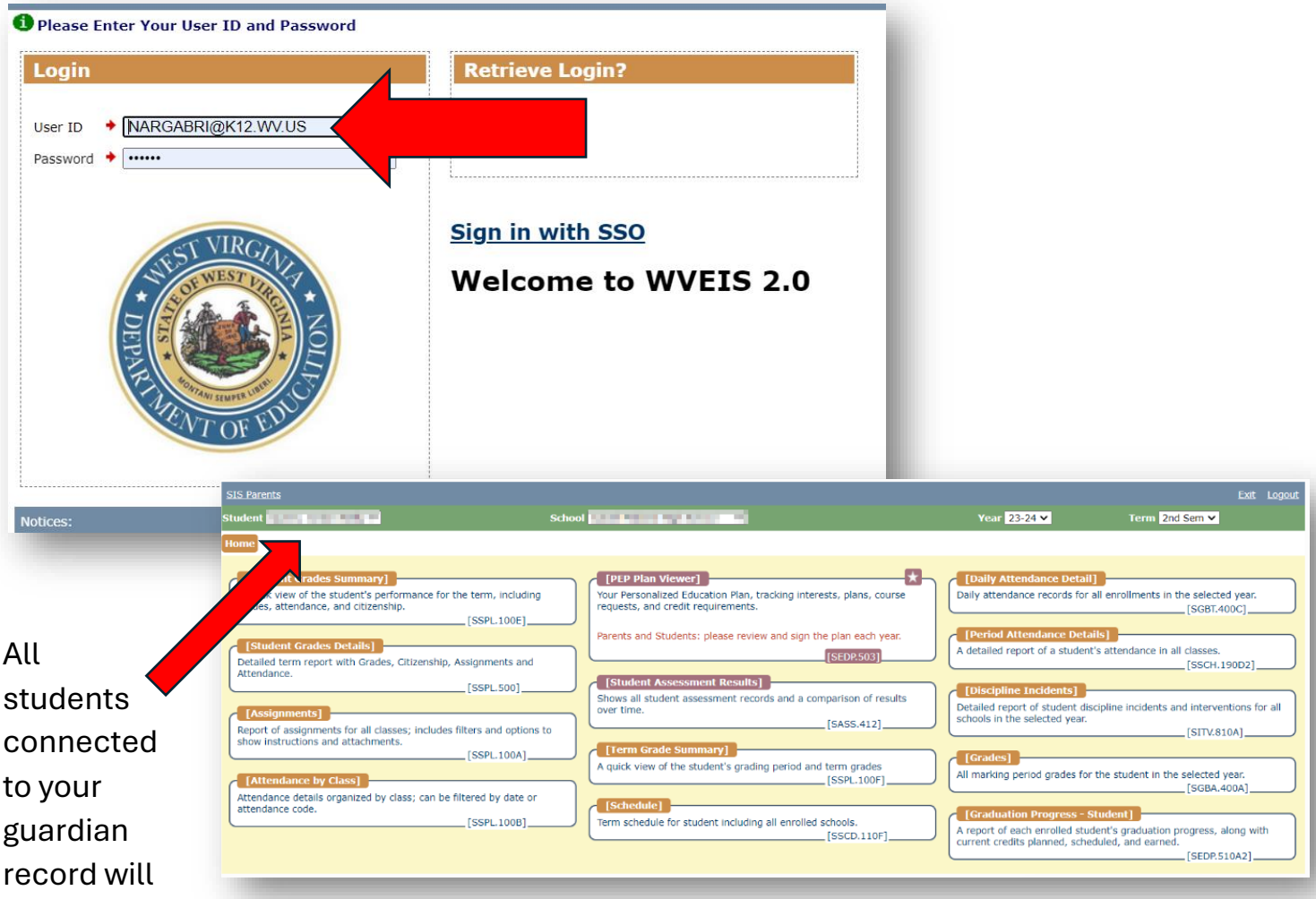



If any of these are missing, you will receive an error message when trying to register. Please contact your child's school to verify the information on their record and try again.

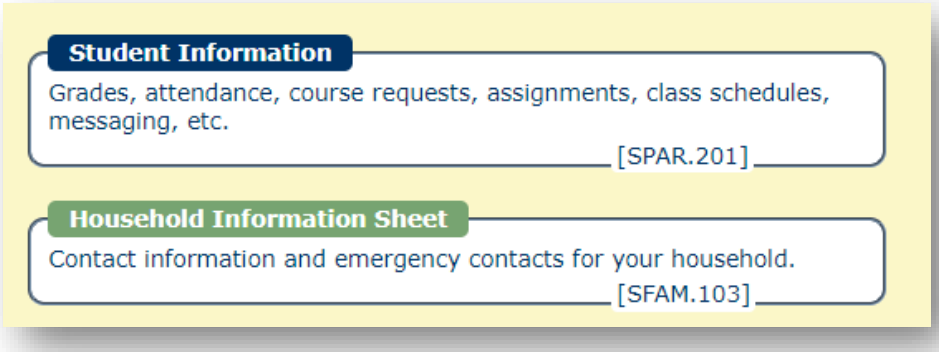
If a record is found, you will see a message to check your email. The email will contain a link to create a password. Once you have set up your password, registration is complete.

# The Parent Portal

To access the portal, you will use the same page as used for registration. Enter your email and password in the log-in box and then click ‘Enter’.

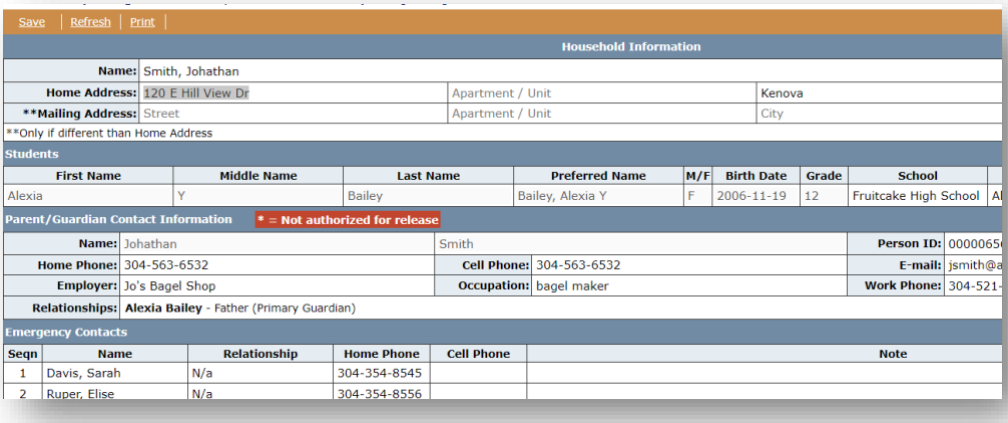



All students connected to your guardian record will be available here- ***if the email address, online access, and parent IDs match on each student’s record***. If students are missing from the drop-down, please reach out to the missing child’s school to troubleshoot.




Once logged in, you will see ‘Student Information’ and ‘Household Information’. Click on Student Information to see your child’s WVEIS data.

## Household Information Sheet



Save | Refresh | Print

**Household Information**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Name:** | Smith, Johathan | | | | | | | |
| **Home Address:** | 120 E Hill View Dr | Apartment / Unit | | Kenova | | | | |
| ****Mailing Address:** | Street | Apartment / Unit | | City | | | | |

**Only if different than Home Address

**Students**

| First Name | Middle Name | Last Name | Preferred Name | M/F | Birth Date | Grade | School | |
|---|---|---|---|---|---|---|---|---|
| Alexia | Y | Bailey | Bailey, Alexia Y | F | 2006-11-19 | 12 | Fruitcake High School | A |

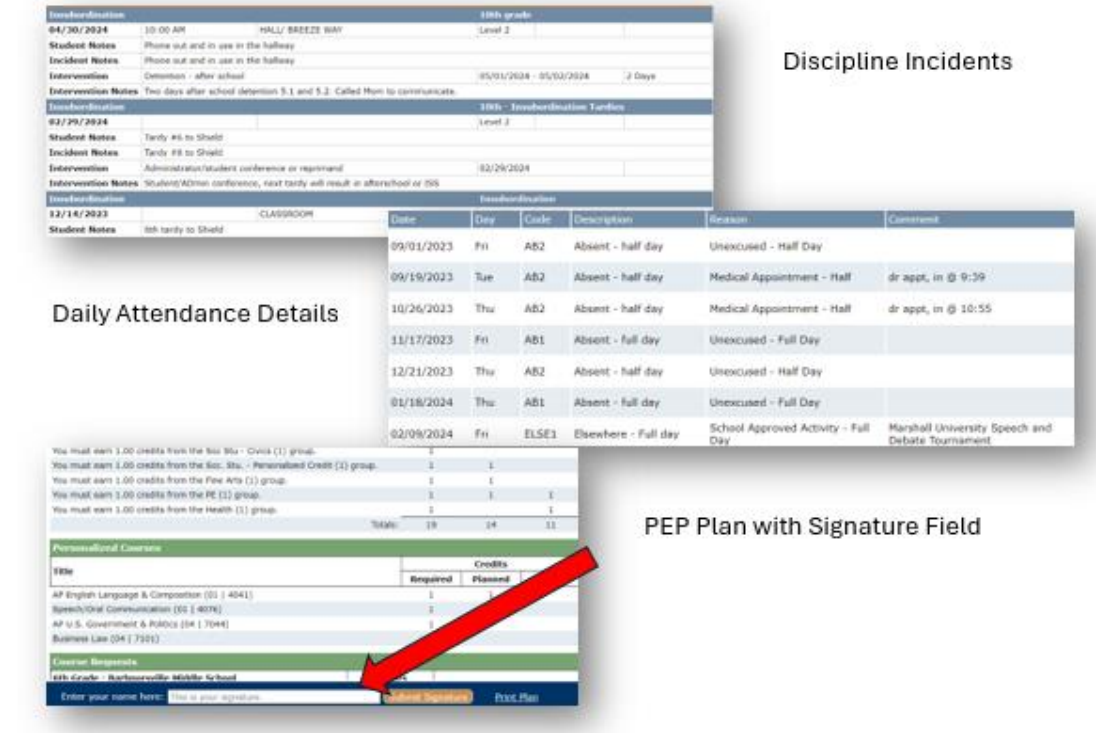
**Parent/Guardian Contact Information** * = Not authorized for release

| | | | | | |
|---|---|---|---|---|---|
| **Name:** | Johathan | Smith | | **Person ID:** | 0000065 |
| **Home Phone:** | 304-563-6532 | **Cell Phone:** | 304-563-6532 | **E-mail:** | jsmith@a |
| **Employer:** | Jo's Bagel Shop | **Occupation:** | bagel maker | **Work Phone:** | 304-521 |
| **Relationships:** | **Alexia Bailey** - Father (Primary Guardian) | | | | |

**Emergency Contacts**

| Seqn | Name | Relationship | Home Phone | Cell Phone | Note |
|---|---|---|---|---|---|
| 1 | Davis, Sarah | N/a | 304-354-8545 | | |
| 2 | Ruper, Elise | N/a | 304-354-8556 | | |

## Student Information Example Reports



Discipline Incidents

Daily Attendance Details

| Date | Day | Code | Description | Reason | Comment |
|---|---|---|---|---|---|
| 09/01/2023 | Fri | AB2 | Absent - half day | Unexcused - Half Day | |
| 09/19/2023 | Tue | AB2 | Absent - half day | Medical Appointment - Half | dr appt, in @ 9:39 |
| 10/26/2023 | Thu | AB2 | Absent - half day | Medical Appointment - Half | dr appt, in @ 10:55 |
| 11/17/2023 | Fri | AB1 | Absent - full day | Unexcused - Full Day | |
| 12/21/2023 | Thu | AB2 | Absent - half day | Unexcused - Half Day | |
| 01/18/2024 | Thu | AB1 | Absent - full day | Unexcused - Full Day | |
| 02/09/2024 | Fri | ELSE1 | Elsewhere - Full day | School Approved Activity - Full Day | Marshall University Speech and Debate Tournament |

PEP Plan with Signature Field

## Forgotten Password or Change in Email Address

If you have forgotten your password, simply re-register for an account with the 'Request Parent Access' link and choose a new password when prompted. If your email address has changed contact your child's school to have it changed on their WVEIS record. Once it has been changed, register for a new account using the new email address.