WVEIS Parent Portal Guide

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.

This is an optional component to the WVEIS platform that counties may sign up for beginning this year. This document gives an overview of the process should a county choose to adopt the Parent Portal.

Parent Accounts

Parent access is through a self-service process. A link will be added to the main WVEIS log-in page for participating counties. Parents click this link and are prompted to enter their email address.





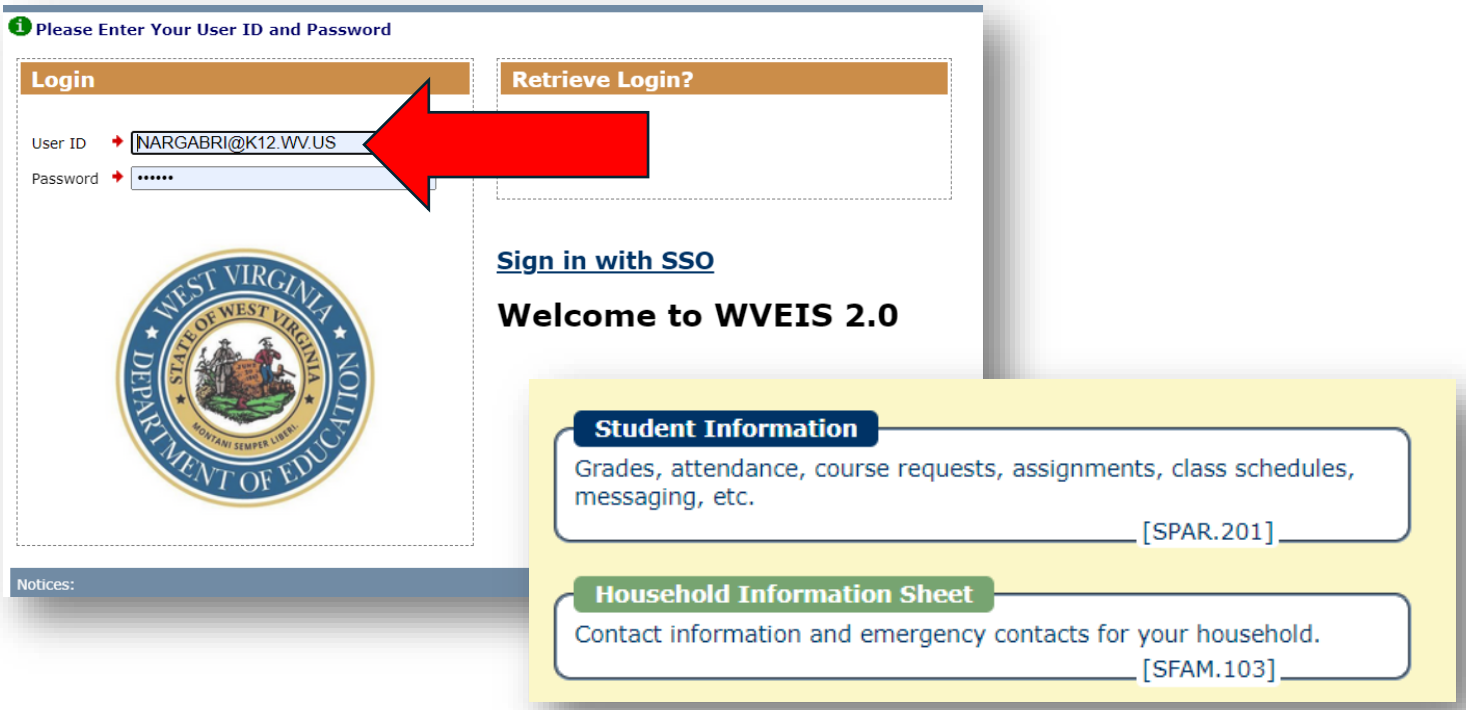
Parents will receive an email to continue the sign-up process if the system finds a currently enrolled student with

- A guardian with the entered email address
- The guardian has 'Online Access' checked on their record.

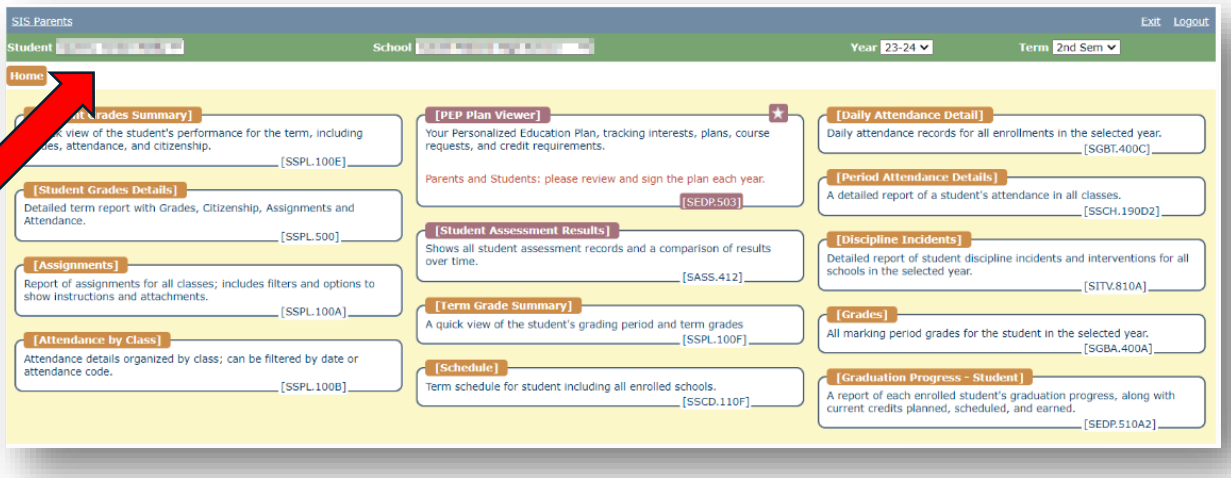
If a record is not found, an error message is displayed directing them to contact their student's school. If a record is found, they receive a message directing them to check their email. The email gives them a link to create a password, and the set-up is complete.

The Parent Portal

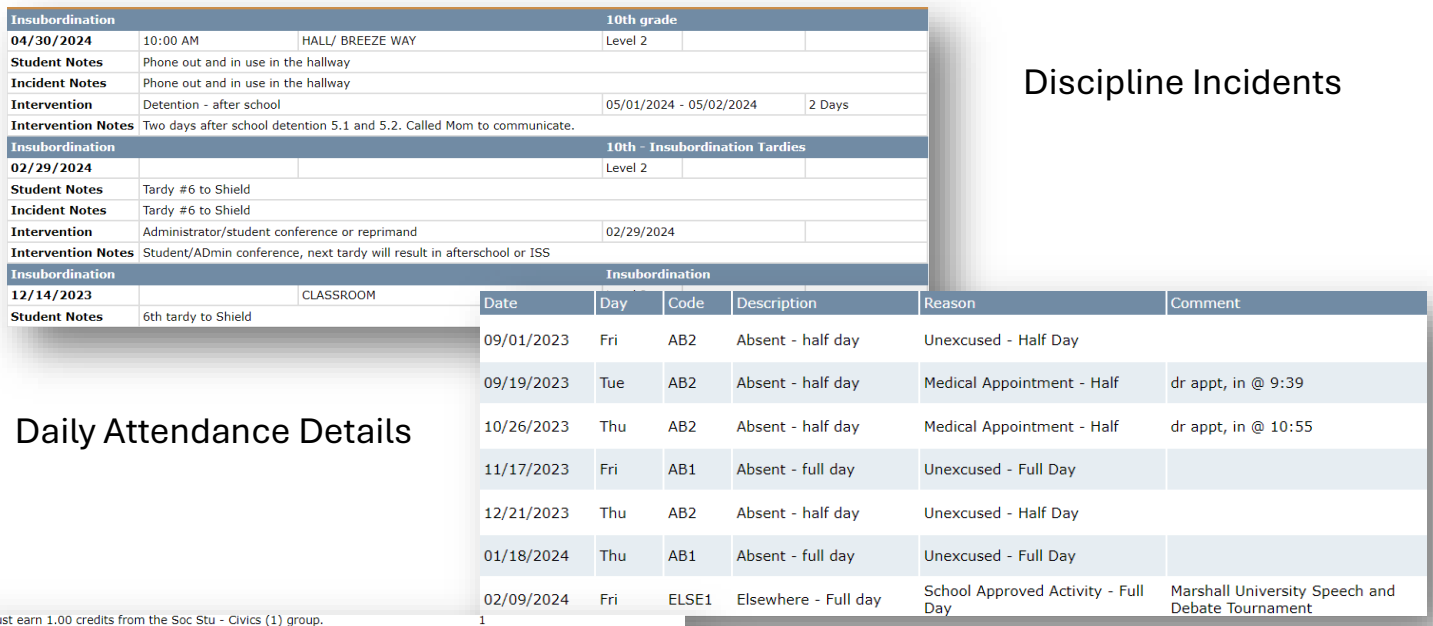
To access the portal, parents will navigate to the county WVEIS log-in page. They will enter their email and password in the log-in box and then click ‘Enter’. Once logged in, they will see ‘Student Information’ and ‘Household Information’. They will click on Student Information to see data concerning their child.



All students connected to the guardian (*with the same Person ID and email*) will display here.



Example Reports

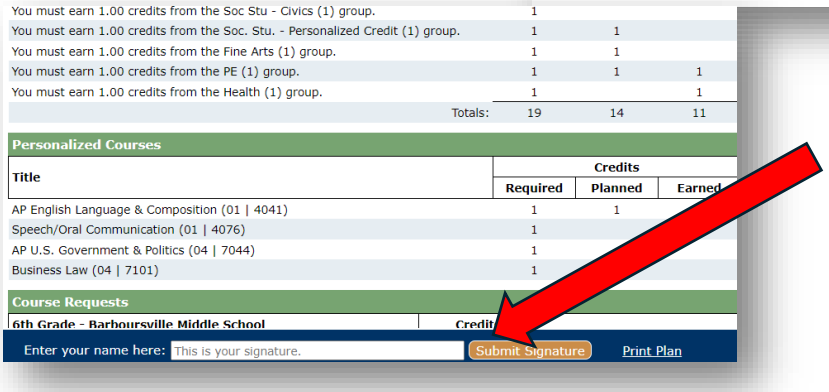


Insubordination			10th grade		
04/30/2024	10:00 AM	HALL/ BREEZE WAY	Level 2		
Student Notes	Phone out and in use in the hallway				
Incident Notes	Phone out and in use in the hallway				
Intervention	Detention - after school		05/01/2024 - 05/02/2024	2 Days	
Intervention Notes	Two days after school detention 5.1 and 5.2. Called Mom to communicate.				
Insubordination			10th - Insubordination Tardies		
02/29/2024			Level 2		
Student Notes	Tardy #6 to Shield				
Incident Notes	Tardy #6 to Shield				
Intervention	Administrator/student conference or reprimand		02/29/2024		
Intervention Notes	Student/ADmin conference, next tardy will result in afterschool or ISS				
Insubordination			Insubordination		
12/14/2023		CLASSROOM			
Student Notes	6th tardy to Shield				

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



You must earn 1.00 credits from the Soc Stu - Civics (1) group.	1		
You must earn 1.00 credits from the Soc. Stu. - Personalized Credit (1) group.	1	1	
You must earn 1.00 credits from the Fine Arts (1) group.	1	1	
You must earn 1.00 credits from the PE (1) group.	1	1	1
You must earn 1.00 credits from the Health (1) group.	1		1
Totals:	19	14	11

Personalized Courses

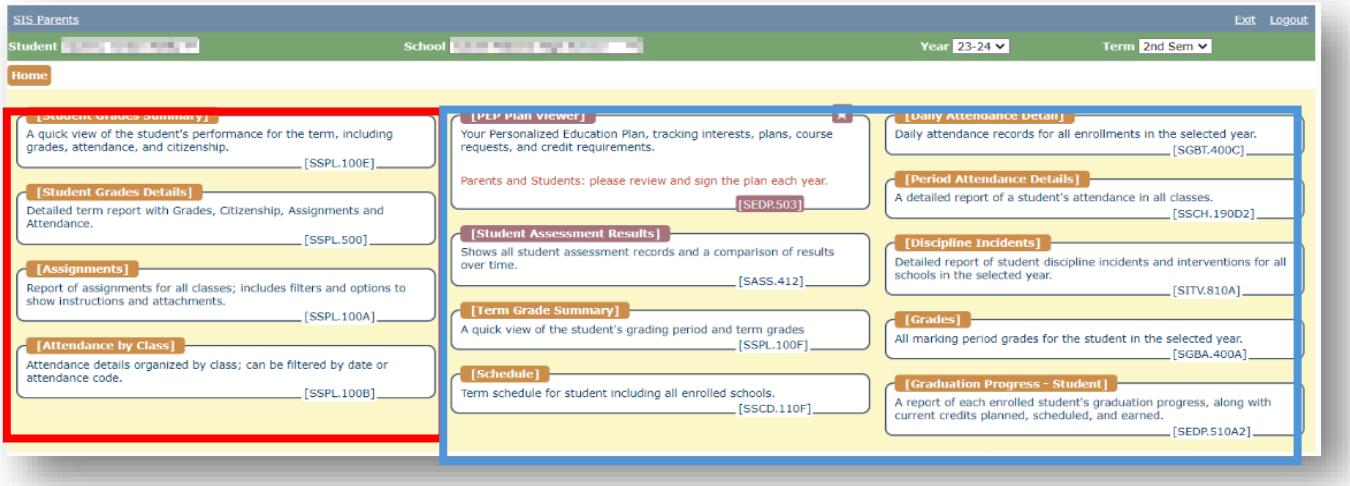
Title	Credits		
	Required	Planned	Earned
AP English Language & Composition (01 | 4041)	1	1	
Speech/Oral Communication (01 | 4076)	1		
AP U.S. Government & Politics (04 | 7044)	1		
Business Law (04 | 7101)	1		

Course Requests

6th Grade - Barboursville Middle School | Credit

Enter your name here: This is your signature. Submit Signature Print Plan

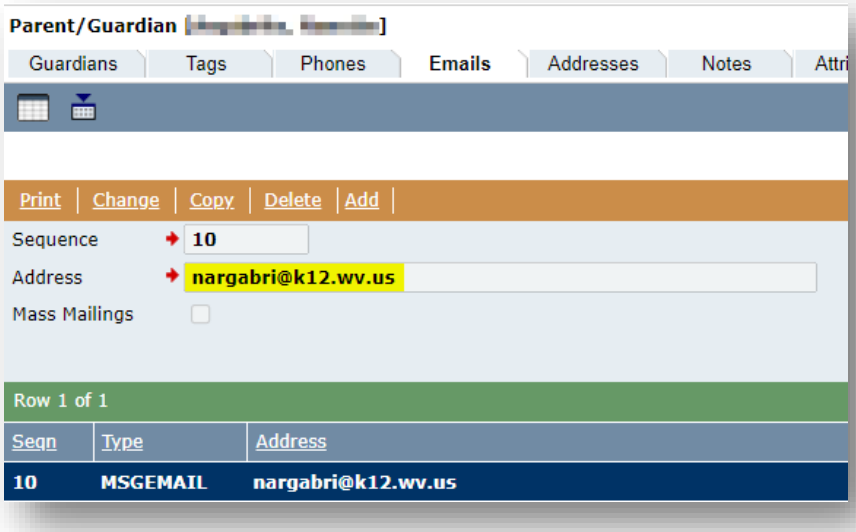
PEP Plan with Signature Field



Reports in red are pulled from the Internal Gradebook. Counties using vendor gradebooks (LiveGrades, Schoology, Canvas) would not have data in assignments or current grade data. Reports in blue are applicable for all students.

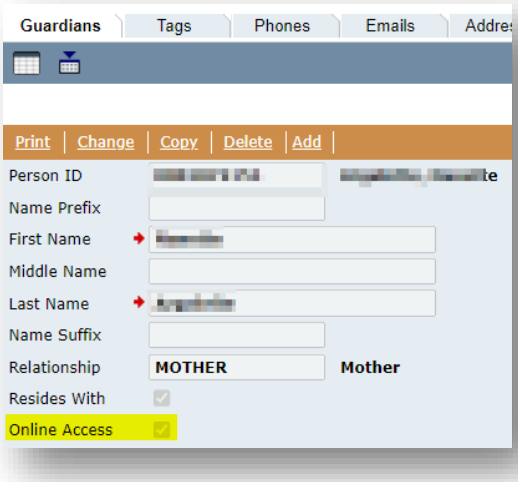
Troubleshooting Parent Accounts

In order for parents to successfully connect to a student account through the self-service portal, the following conditions must be met –



The email address used by the parent must be part of the student's guardian record, and it must match (check for typos). It does not matter if the guardian is tagged as primary or secondary, and it does not matter what 'Type' the email is labeled as in the system – only that it is there.

The guardian must have 'Online Access' checked. Update these records as necessary and have the parent try again.



Parent has Forgotten their Password or Email has changed

If the email address has been updated in WVEIS, or the parent has forgotten their password, they can simply re-register for an account with the 'Request Parent Access' link. If all information still matches, they will receive an email and can choose a new password.

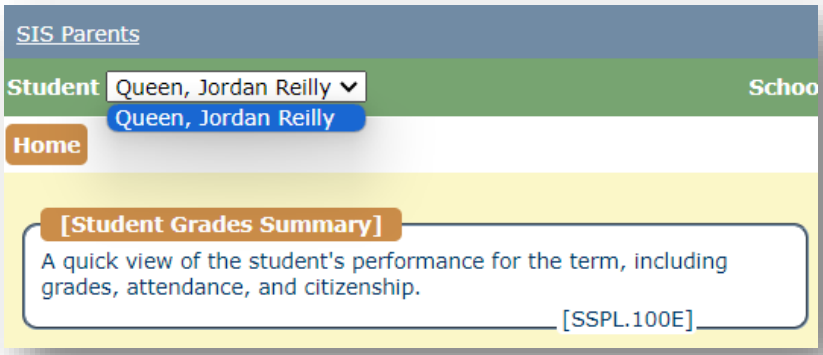
Parent/Guardian Access Needs Revoked

If a parent/guardian should no longer have access to the Parent Portal, uncheck the 'Online Access' on the Guardian Record. **It is a local decision when/if a guardian's access should be removed.**

If Parent is ‘Missing’ a Student

If a parent has more than one child, the guardian record must match for all of their students – the email, the online access, **and the Person ID** - for all of them to show on the Parent Portal. If the Person IDs are different, the system will ignore all students with a record that does not match the connected Person ID.

Jackson Queen and Jordan Queen should both be available for my account, but only Jordan is here.



Jackson’s Guardian Record

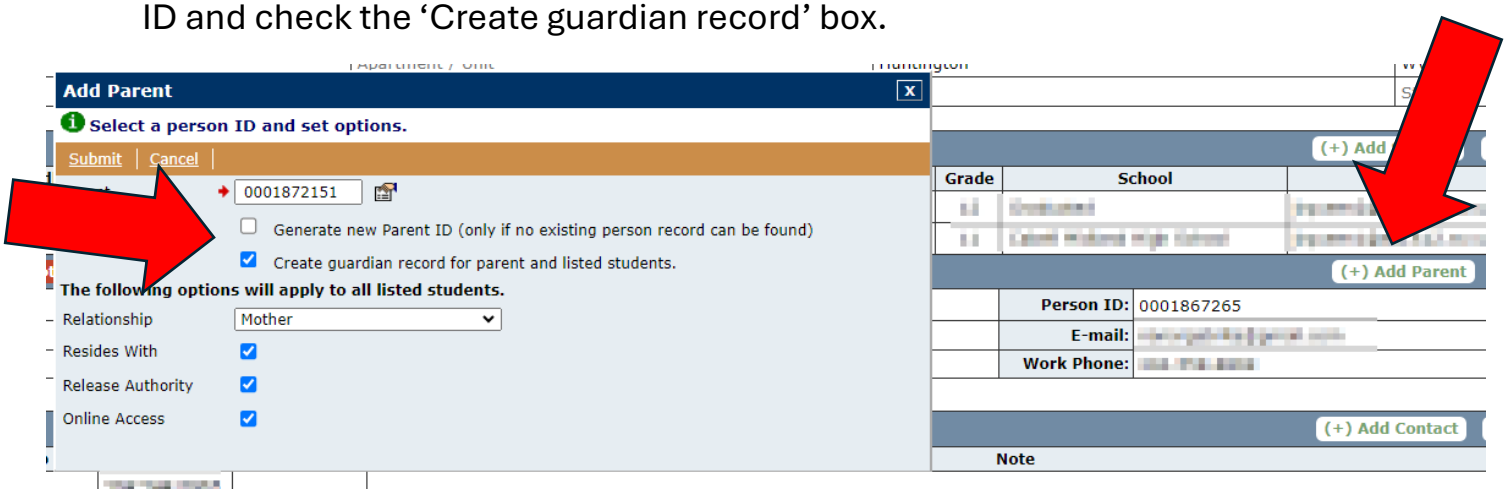
Person ID:	0001867265
E-mail:	nanargabrite@gmail.com
Work Phone:	

Jordan’s Guardian Record

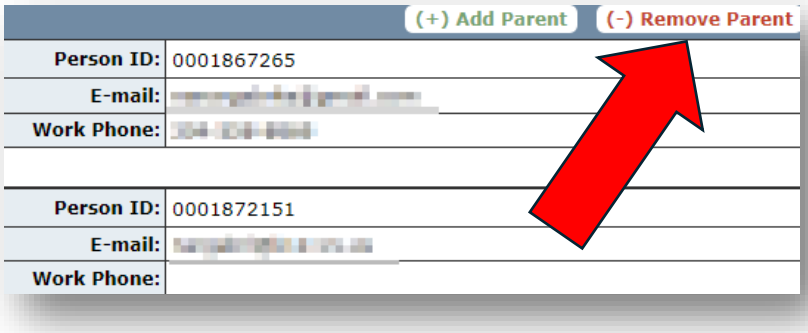
Person ID:	0001872151
E-mail:	nargabri@k12.wv.us
Work Phone:	

These screenshots of the Household Record summarize the disconnect between the student records and is a good place to start. My Person ID does not match for these records, and the email doesn’t match. Since the Parent account was created with the information from Jordan’s guardian record, I will add the 0001872151 record to Jackson’s Household tab. **Using the Household Tab to adjust Guardians is the quickest and simplest way to merge students.**

1. Copy the correct Person ID from the connected student’s Household tab. (In this case, I will copy 0001872151 from Jordan’s Household tab)
2. Go to the disconnected student’s household tab and select ‘Add Parent’. Paste the ID and check the ‘Create guardian record’ box.

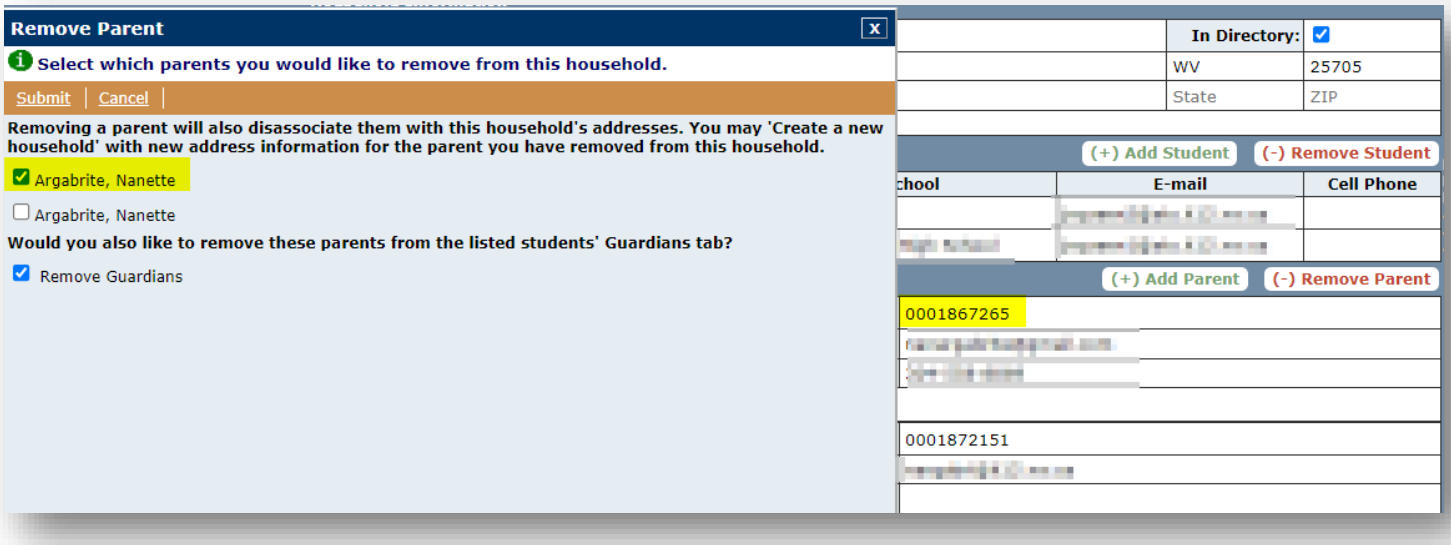


3. Notice that there are now two Nanette Argabrite guardians on Jackson's student record - 0001867265 and 0001872151 – in both the Household and Guardian tabs. We need to remove the 0001867265 record now. **Again, this is best done in the Household tab. Click the 'Remove Parent' button.**



4. Select the Guardian to remove.
   Guardians show up on the selection screen in the same order as they are on the Household record. The first record needs removed, so the first record on the selection screen should be checked. Be sure to check the 'Remove Guardians' box as well.

Please Note – we are currently working to add the Person ID to this selection box to make it easier to identify the correct record to remove.



At this point, the records are merged under the same guardian record, and the parent should be able to see both students in the Parent Portal.

