

Instructions for Accessing the Republic R-III School District SIS Parent Link

Getting Access to Parent Link

The SIS Parent Link is an Internet ready program that allows you (via your web browser) to access timely information about your child's progress in school. With a click of the mouse you will have access to a variety of student records. There are a few steps that must be completed before you can access SIS Parent Link:

1. To begin using Parent Link, you must first sign up at any school office. Please remember to bring along a picture ID when you visit. If you have children at multiple school buildings, you will need to visit each of the schools to turn in the Parent Link form.
2. Once your information has been entered into the program, you will be sent an e-mail containing all of your login information. If you entered multiple e-mail addresses on the sign up form, an e-mail will be sent to each address with its own unique login information. If you ever forget your password for Parent Link, please go to the Parent Link web page and enter your email address in the appropriate field to have your password automatically sent to you. You must use the same email address you used to sign up for the service.
3. To access Parent Link, you will go to the following web sites for each building:

For the High School:

<https://parents.sisk12.com/rbhs/parlogon.asp>

Enter the username and password you receive in the email sent to you by Parent Link after you sign up for this service. Please note it may take 48 hours for the login email to be sent.

Using Parent Link

After you login you will see a list of information categories about your child. The following list of available information about your child is an overview of what can be accessed from the Parent Link program. Some items may not be available at certain buildings. Data included will only be current for that day after 6:30 PM.

1. **Course Schedule** – displays your child's daily class schedule.
2. **Current Day Attendance** – displays the attendance record of your child for the current day.
3. **Attendance History** – displays your child's attendance record for the current school year.
4. **Grades: Current Year** – displays your child's quarter and semester grades for the current year for completed terms.
5. **Grades: Year Progress** – displays your child's progress checks for the current year if available.

6. **Grades: History** – displays your child’s past grades at that building.
7. **Grade Book: Term Grades only** – displays your child's mid-quarter grades and progress grades to date.
8. **Grade Book: All Assignments** – displays your child’s grades on all assignments.
9. **Lunch: Deposits/Charges** – shows your child’s lunch balance to date.
10. **Lunch: History/ Balances** – displays your child’s lunch history and lunch balances.
11. **Profile/Discipline** – shows dates of discipline incidents involving your child.
12. **Medical Data** – displays the dates your child visited the nurse’s office at school.
13. **Fines/ Fees** – displays your child's debts for various fines assessed by the school. Not all locations use this feature.

To exit the Parent Link program click on the LOGOFF button or close your web browser. Please note that if you leave the browser window open without logging off, anyone who has access to that PC can access your child’s Parent Link information. It is very important that you properly exit or close the web browser when you are finished using the Parent Link system.

If you have more than one child in a building, the main screen for Parent Link will be divided into columns for each child, as illustrated in the picture below:



Simply click on the topic under the column of information for the child you want to access.

Getting Around in Parent Link

On any of the information screens (Course Schedule, Current Day Attendance, etc.), you can easily navigate to other screens. To access more information about the child you are currently viewing.

1. Left click on the drop down box next to Select other data area.
2. Left click on a new information screen (ex. Lunch: History/Balances).
3. Left click on the GO button.

Select other data area

To access information about a different child simply left click on the “Return To Student List” button and you will return to the main student screen.

The “Course Schedule” screen displays the classes for which your child is currently enrolled. “Per” is the class period, “Sem” indicates the semester or terms during which that course is offered. If your child has a year long class, then a “Y” will appear under the “SEM” column. If your child has a semester long class, then “S1” or “S2” will appear under the “SEM” column. The terms T1-T4 indicate a class is only a quarter long. An explanation of codes can be found toward the bottom of the screen, including attendance related code letters. “Course Assignments” indicates the official course code/title. “Teacher” is the instructor last name, “Room” the room name or number, and “Days” the days on which the course is taught.

NOTE: The Current Attendance is checked for accuracy at the end of the day. If you see something on this screen that concerns you, please contact your child’s school office to verify the information. Data may not be posted to the web site before 6:30 PM.

The Attendance History screen displays your child’s attendance history for the current year. The letters that appear under the Period columns (P1, P2, P3, etc.) represent the absence type. An explanation of codes can be found toward the bottom of the screen.

Note: The Attendance History screen does not display the attendance for the current day.

Bellow is an illustration of the Attendance History screen:

Date	Full/Half	P1	P2	P3	P4	P5	P6	P7	P8	P9	Hours	Comment
11/25/2003	Fu1	A	A	A	A	A	A	A			6.500	sick
10/27/2003							F	F			0.000	
09/22/2003		V									0.933	dentist
09/12/2003		F	F	F	F	F	F	F			0.000	
09/10/2003		F	F	F	F	F	F	F			0.000	

Select other data area

Explanation of codes

Attendance Code Descriptions.
 A = excused absence
 V = Verified absence
 F = Field trip (off campus)

The *Grades: Current Year* screen displays your child's grades for the current year. This screen shows exactly what is on your child's report card. It will only display quarter and semester grades. Below is an illustration of this screen:

Subject	Title	C	Q1	Q2	S1	Q3	Q4	S2	Cmt	Teacher
1 401036	READING	A-								ZELLER
1 406536	SCIENCE2	B-								NORMAN
1 407536	ART-ZELLER	S								HORST
1 408036	MUSIC-ZELLER	S								PALISCH
1 408536	PE-ZELLER	S								WALTON
2 402036	LANGUAGE ARTS	A-								ZELLER
3 403036	MATH	A-								ZELLER
4 404036	SPELLING	A								ZELLER
5 405036	SOCIAL STUDIES	A-								ZELLER
6 407036	WRITING	S								ZELLER

Select other data area

The *Grades: History* screen displays your child's grades from freshman year through senior

year. Note this IS NOT an official transcript. You must contact the relevant building office to obtain an official transcript.

Year	Subject	Sem1	Sem2	Credit
2001-02	EL:DRIVERS ED	C+		0.500
	FA:MARCHING BAND	A		0.500
	FA:CONCERT BAND	A		0.500
	LA:LA 2	B		0.500
	LA:LA 2	B+		0.500
	MA:ALGEBRA 1	A-		0.500
	MA:ALGEBRA 1	B		0.500
	PA:AG LIVESTOCK/CROP SC	A		0.500
	PA:FARM MGMT AND ECON	A-		0.500
	PE:GIRLS PHY ED	A-		0.500
	SC: BIOLOGY	C+		0.500
	SC: BIOLOGY	C+		0.500
	SS:MDRN WORLD HISTORY	B-		0.500
	SS:MDRN WORLD HISTORY	C+		0.500
2002-03	EL:SPANISH 1	B+		0.500
	EL:SPANISH 1	C+		0.500
	FA:MARCHING BAND	A		0.500
	FA:CONCERT BAND	A		0.500
	LA:LA 3	C+		0.500
	LA:LA 3	B-		0.500
	MA:GEOMETRY	C-		0.500
	MA:GEOMETRY	D		0.500

The *Lunch History/Balances* screen displays your child's lunch history, what they paid, and their balances.

Date	Price Schedule	#Brk = Chrgs	Brk: AlaCarte	#Lun = Chrgs	Lun: AlaCarte	Paid	Refund	Balance
Totals:		\$ 0.00	\$ 0.00	\$ 6.40	\$ 120.50	\$ 130.00	\$ 0.00	\$ 3.10
08/19/2003	Regular				\$ 2.05			
08/29/2003	Regular				\$ 1.50	\$ 10.00		
09/02/2003	Regular				\$ 3.50			
09/03/2003	Regular				\$ 1.50			
09/04/2003	Regular				\$ 1.50			
09/05/2003	Regular				\$ 1.50	\$ 10.00		
09/08/2003	Regular				\$ 4.60			
09/09/2003	Regular				\$ 1.75			
09/11/2003	Regular				\$ 2.50	\$ 10.00		
09/16/2003	Regular				\$ 1.75			
09/17/2003	Regular				\$ 1.75			
09/18/2003	Regular				\$ 2.75	\$ 10.00		

The *Fines/Fees* screen displays monies owed by your child for various reasons. As noted above this and other features may not be used at all locations.

FINES FEES

Student: LAST SISTER MIDDLE Grade: 12

School Date: 12/01/03 Year: 2003-04 JACKSON SENIOR HIGH

Acct	Account-Description	Trans-Date	Amount	Check#
	Grand Total: All-Accounts	**BALANCE=	\$ 15.00 Owed	
2001	TEXTBOOK-DAMAGED	*Balance =	\$ 15.00 Owed	
	Book cover torn on bus	12/01/2003	\$ 15.00 Owed	

Select other data area

Fines Fees



Go!

Logof

Return to student list

Getting Help

If you have any questions regarding data on your child as reported in SIS Parent Link, please contact the relevant building offices at:

Elementary 3: 732-3630
Middle School: 732-3640
High School: 732-3650

If you are having difficulty getting the software working with your web browser, please contact SIS tech support via email at: *sistech@sisk12.com*. Please allow at least 24 hours for a response. SIS may also be reached by phone at 1-888-445-8503.

Please do not respond to automated emails sent to you through Parent Link as they will not be read. The Parent Link software sends email automatically and has no ability to process email responses. Note that Republic School District does not host the SIS Parent Link web site, so is not responsible for problems with the site. However, we would welcome any reports of such issues so we may address them with School Information Systems, Inc.

Thank you!