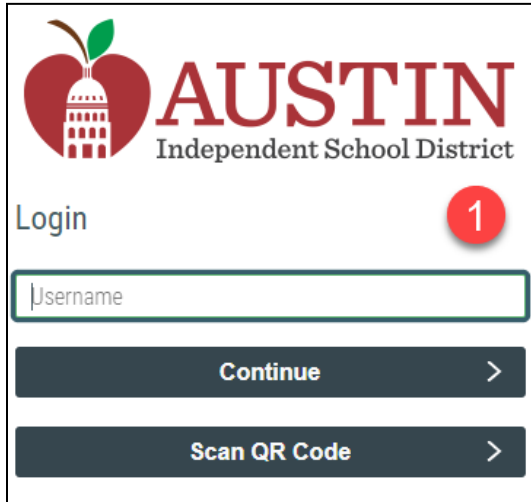


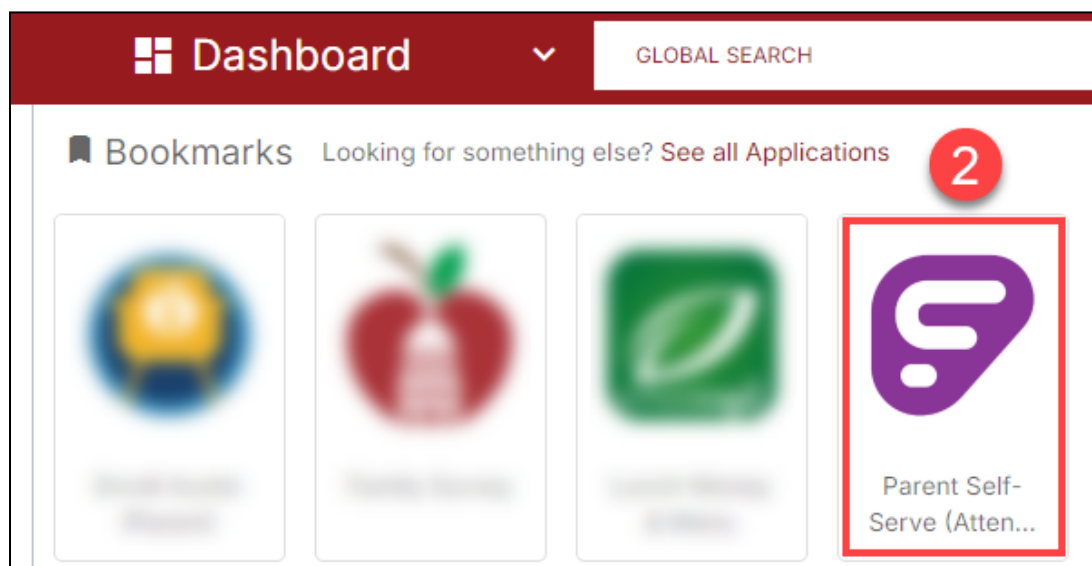
Parent Self-Serve Guide

Parents/Guardians can access Parent Self-Serve via the AISD Portal to view their student's educational information such as grades, assignments, schedule and attendance.

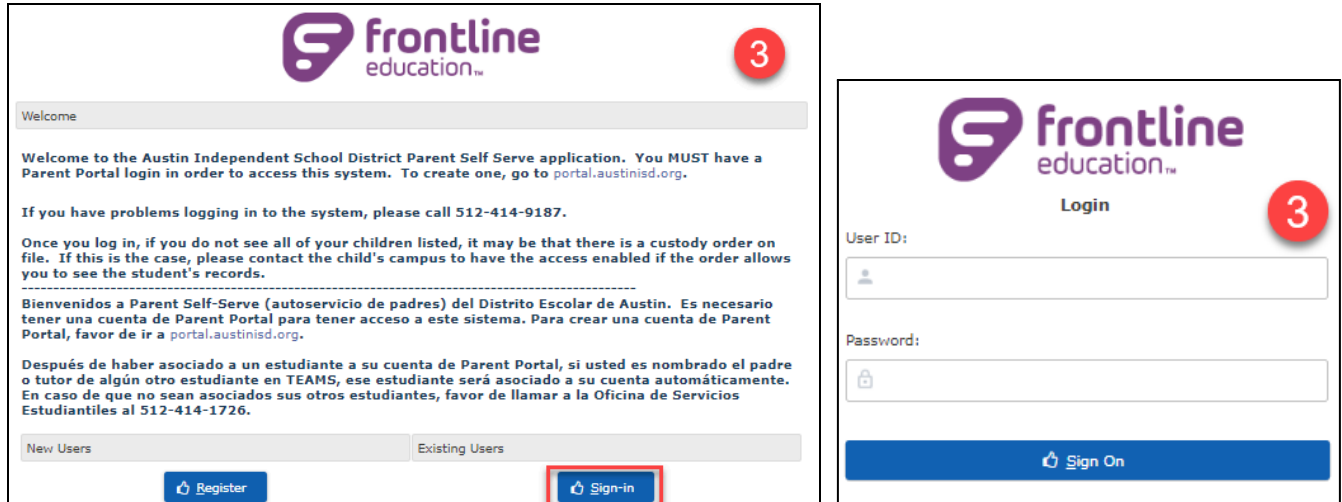
1. Sign into the **AISD Portal** at portal.austinisd.org



2. Click on the **Parent Self-Serve** tile.



- You will be directed to the Frontline webpage to login. Select **Sign-in**. Enter your User ID and Password, the same you used to login to the AISD portal, and click **Sign On**.



The image shows two views of the Frontline education login page. The left view is the main login page with a 'Sign-in' button highlighted. The right view is a zoomed-in section of the login form.

Frontline education Login

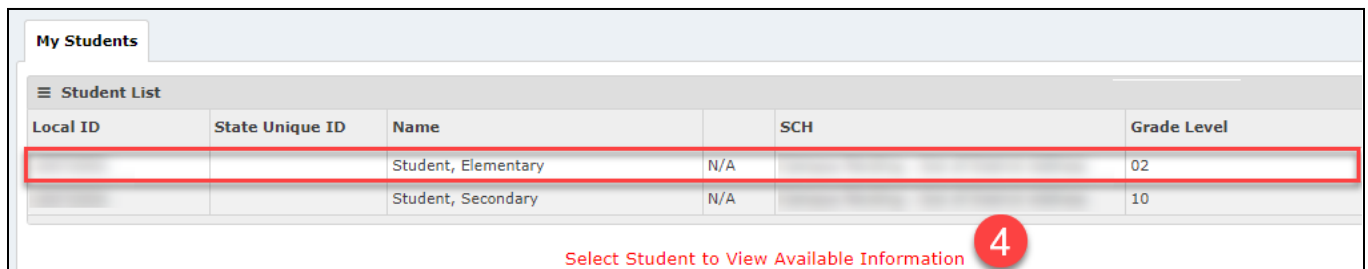
User ID:

Password:

Sign On

- Click on your **student's name** to access available information.

NOTE: The tabs visible in Parent Self-Serve will vary based on whether you are accessing information for an elementary, middle, or high school student.



The image shows a 'My Students' tab with a 'Student List' table. A red box highlights the first row of the table, and a red circle with the number 4 is next to the text 'Select Student to View Available Information'.

Local ID	State Unique ID	Name	SCH	Grade Level
		Student, Elementary	N/A	02
		Student, Secondary	N/A	10

Select Student to View Available Information

Attendance

- Click on the **Attendance tab** to see the student's attendance history.
- Click on the **View Legend button** at the bottom of the page to see attendance code descriptions.

NOTE: The legend will differ depending on the attendance codes assigned to your student at the time you are viewing.



My **Attendance** Report Cards Progress Reports Email Teacher Schedule Edit Contact Info

No Absences

Date	SH	FY	Cal	A-01	A-ADV	A-02	A-03	A-04
08-28-2024	033	2025	1	A-UNX				
09-03-2024	033	2025	1					A-SCH
09-05-2024	033	2025	1	A-ILP				
Totals				T - 0	T - 0	T - 0	T - 0	T - 0
				S1 - T - 0	S1 - T - 0	S1 - T - 0	S1 - T - 0	S1 - T - 0
				S2 - T - 0	S2 - T - 0	S2 - T - 0	S2 - T - 0	S2 - T - 0
				A - 2	A - 0	A - 0	A - 0	A - 1
				S1 - A - 2	S1 - A - 0	S1 - A - 0	S1 - A - 0	S1 - A - 1
				S2 - A - 0	S2 - A - 0	S2 - A - 0	S2 - A - 0	S2 - A - 0

Total Days in Membership: 0.0
Total Excused Absences: 2
Total Unexcused Absences: 1
Total State-Reported Absences: 2
Total Non-State-Reported Absences: 0
Total Number of Tardies: 0

2 **View Legend** **Sign Out**

3. View the legend and select **Ok** to return to the main window.

Attendance Values

	Description
UNX	Unexcused Absence
SCH	School Related
ILP	Illness w/parent/guardian note

3 **ok**

Grades and Assignments

1. Click the **Report Cards** tab to see the student's grades for each 9-week reporting period in every course.

NOTE: Grades displayed in **black** are final grades. Grades displayed in **red** are current averages based on assignment grades entered to date. **NG** means no grades are entered at this time.

2. Click on a grade to see a student's individual assignment grades for that class.

My Students

Attendance

Report Cards

Progress Reports

Email Teacher

Schedule

Edit Contact Info

Notifications

Immunization

Course	Sect	Teacher	Short Desc	Day Prd	Room	1Nin	2Nin	S1Ex	S1Av	3Nin	4Nin	S2Ex	S2Av
Scheduled													
1001.R000.Y	1		ENG 1	A - 01		95							
2545.F000.Y	2		AP SPANSH L	A - 02		85							
3001.R000.Y	3		ALGEBRA I	A - 03		75							
3010.R000.Y	4		BIOLOGY	A - 04		80							
9610.R000.Y	5		AVID 1	B - 05		90							

Note: Click on a grade to see the associated assignment grades. Curr Avg Grade in red based on assign grades entered to date.

These are not final grades. 'NG'=No grades entered at current.

Display Comments

Sign Out

3. After clicking on a grade, the **Assignments** tab opens. This tab lists all the assignment grades and due dates for that course.
4. To return to see other course grades and assignments, click on the **Report Cards** tab again.

My Students	Attendance	Report Cards	Progress Reports	Email Teacher	Schedule	Edit Contact Info	Notifications	Immunization	Medical History
Campus Messages	Credit Summary	4 Year Plan	Assignments						
≡ Daily Grade, Homework Average: 85 Weight: 25.0									
Assignment Name	Grade Value	Dropped	Assign Date	Due Date	Grade Scale	Maximum Value	Count		
Homework 1	85(85.0%)		08-26-2024	08-26-2024	100	100	1		
Homework 2	85(85.0%)		09-02-2024	09-02-2024	100	100	1		

View Assignments by Date Sign Out

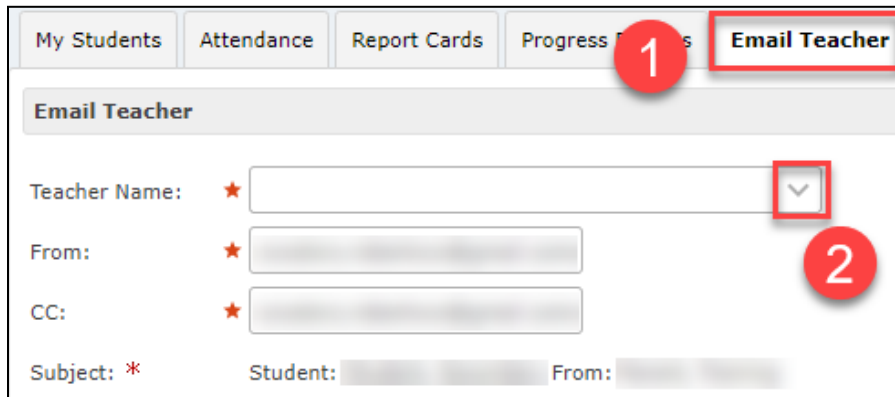
Schedule

Click on the **Schedule** tab to see the student's schedule, including **Day, Period, and Teacher Name**.

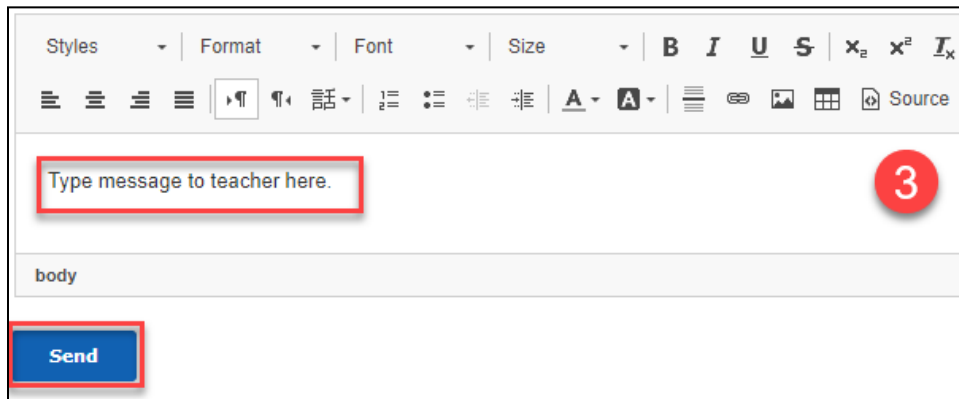
My Students	Attendance	Report Cards	Progress Reports	Email Teacher	Schedule	Edit Contact Info	Notifications	Immunization	Medical History
Campus Messages	Credit Summary	4 Year Plan							
Student Schedule									
Course	Section	Description	Part	Term	Day	Period	Teacher	Room	
1001.R000.Y	1	ENG 1	1	S1	A	01			
2545.F000.Y	2	AP SPANSH L&C	1	S1	A	02			
3001.R000.Y	3	ALGEBRA I	1	S1	A	03			
3010.R000.Y	4	BIOLOGY	1	S1	A	04			
9610.R000.Y	5	AVID 1	1	S1	B	05			

Email Teacher

1. Click on the **Email Teacher** tab to send an email to a teacher.
2. Select the **teacher's name** from the drop-down menu. The subject line is auto-filled with your student's name and yours.



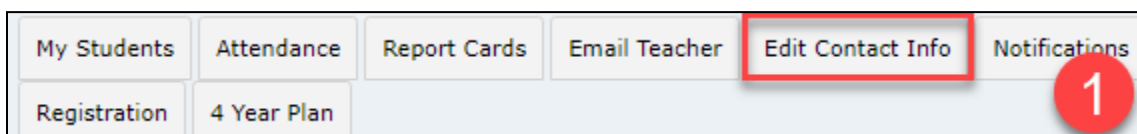
3. **Type the message** and click the **Send** button at the bottom of the page.



Update Contact Information

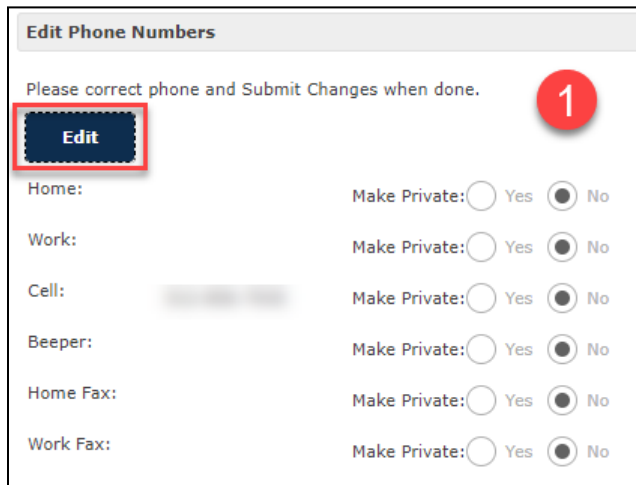
Note: Changing contact information for one student listed under **My Students** will change information for all students associated with that parent/guardian.

1. Click the **Edit Contact Info** tab to change your phone number or email address.



Update Phone Number(s)

1. In the **Edit Phone Numbers** section, view your current phone numbers and their privacy status. Click the **Edit** button.



Edit Phone Numbers

Please correct phone and Submit Changes when done.

Edit

Home: Make Private: ☐ Yes ☒ No

Work: Make Private: ☐ Yes ☒ No

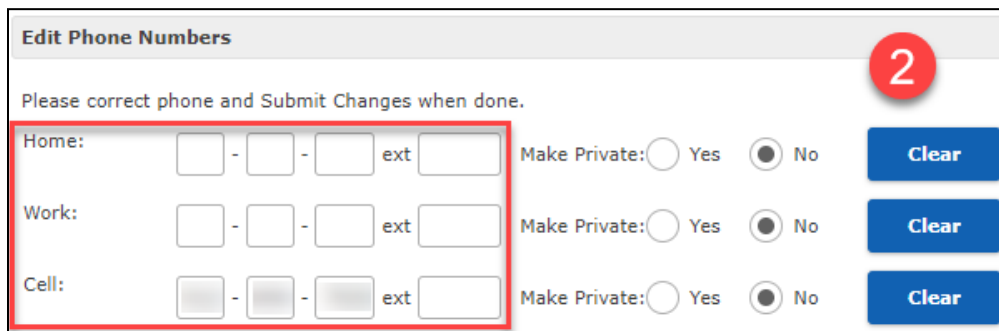
Cell: Make Private: ☐ Yes ☒ No

Beeper: Make Private: ☐ Yes ☒ No

Home Fax: Make Private: ☐ Yes ☒ No

Work Fax: Make Private: ☐ Yes ☒ No

2. Enter the correct phone number(s), and make changes to your privacy settings if desired. Selecting **Make Private** will restrict your phone number from public distribution.



Edit Phone Numbers

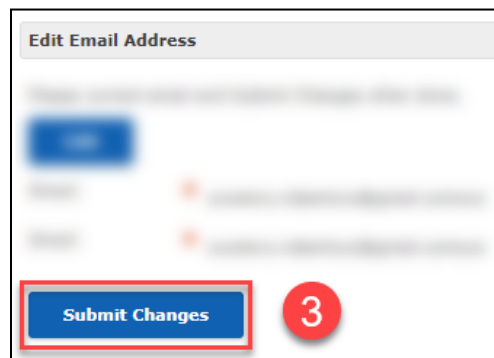
Please correct phone and Submit Changes when done.

Home: - - ext Make Private: ☐ Yes ☒ No **Clear**

Work: - - ext Make Private: ☐ Yes ☒ No **Clear**

Cell: - - ext Make Private: ☐ Yes ☒ No **Clear**

3. Scroll to the bottom of the page, under the Edit Email Address section, and click the **Submit Changes** button.

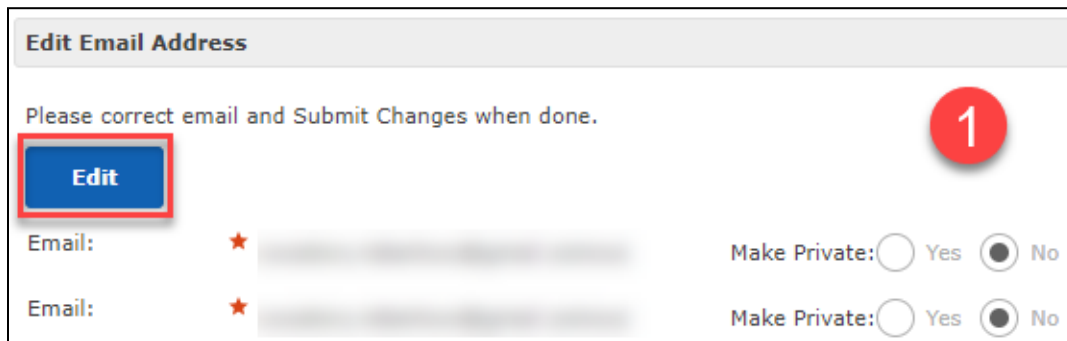


Edit Email Address

Submit Changes

Update Email Address(es)

1. In the **Edit Email Address** section, click the **Edit** button.



Edit Email Address

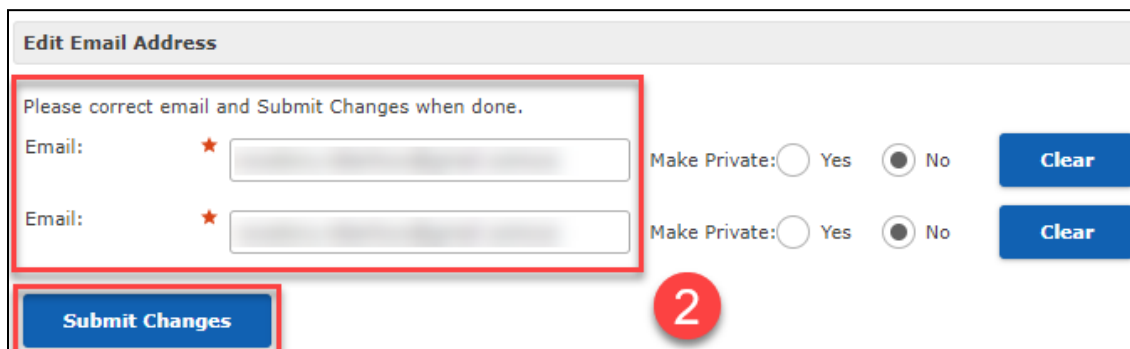
Please correct email and Submit Changes when done.

Edit

Email: ★ Make Private: ☐ Yes ☒ No

Email: ★ Make Private: ☐ Yes ☒ No

2. Enter the correct email address and make changes to your privacy settings if desired. Selecting **Make Private** will restrict your email from public distribution. Click the **Submit Changes** button.



Edit Email Address

Please correct email and Submit Changes when done.

Email: ★ Make Private: ☐ Yes ☒ No **Clear**

Email: ★ Make Private: ☐ Yes ☒ No **Clear**

Submit Changes

Related Resources

- [Parent Self-Serve Guide](#) (Spanish)
- [Update Contact Information in Parent Self-Serve](#) (English)
- [Update Contact Information in Parent Self-Serve](#) (Spanish)