

NAVIGATING YOUR PARENT PORTAL

Enroll/update/lunchroom Application



Student

1. [Records Portal](#)

2.

Enrollments/Update
Submissions

Lunch Room Application

If you have already completed an application once, it will not let you do another. Please contact the cafeteria manager if your circumstances have changed.

(with any change, make sure you submit to site located in the top right-hand corner)

- Enrollment: Click on the enrollment tab, if new student select add new student, follow steps, and complete all required documents labeled required underneath., to enroll current student for the next year click enroll next to student's name, check the relations tab, make sure names and phone numbers are complete and then step 3. complete all documents labeled required underneath.
- To change your phone number, address or add a person to your pickup list go to step 2 (relations)
- To make a change, select edit on the item you intend to change. If you change your address, please provide proof of residency.
- To add a relation click add new, enter info, save, and submit to site.
- You can complete a latchkey or bus form in the document section.

To check grades or lunch account



Guardian Portal

Account Balances		
Lunch Room Balance	\$1.55	Make Payment
Fee Balance	\$0.00	Make Payment

To make a payment click make payment and follow prompts.

▶	ENGLISH II PRE-AP Per: 6TH Hour	Grade A/97(est)
▶	CHEMISTRY I Per: 7TH Hour	Grade A/102(est)

To check assignments and grades click the arrow next to the subject, this will also show you tardies or absences for each class.