

# MPS Parent Assistant

## 1. What is Parent Assistant?

Parent Assistant is a system you access on the internet that allows parents to see information about a child or children who are enrolled in Milwaukee Public Schools. Since it's on the internet, the information is available any time, day or night, when you log on.



## 2. Do I have to have any special equipment?

You do need to have access to a computer with online web access. If you don't have a home computer, you could also use one at a public library, at your child's school, or at your place of work. Currently, the only browser certified for this service is Internet Explorer on a Microsoft Windows platform.

## 3. Where is Parent Assistant on the internet?

It is hosted on the MPS site on the internet. We intend to feature a link for Parent Assistant on our home page, at <http://mpsportal.milwaukee.k12.wi.us/portal/server.pt>.

## 4. What kinds of information can I see regarding my child?

You will be able to monitor your child's attendance; his/her standardized test results, the courses in which the child is currently enrolled, and grades for those courses ([in upper level grades that use courses](#)). You will

(More)

be able to check the school calendar to verify days when your children are not required to be in school. You will also be able to verify the information the school has entered for your child regarding home address, **parent information**, emergency contacts, and whether the child has a life-threatening medical condition.

### 5. Who creates the data in my child's file?

The data in your child's file has been entered by staff at your child's school. The example below shows a sample page for a child's class schedule.



The screenshot shows the 'Parent Assistant' interface. At the top, there is a navigation bar with 'Academic Progress' and 'Miscellaneous' tabs. Below this, the 'Assignments' section is active, with a 'Student Schedule' button and a 'Log Off' button. The 'DISPLAY DETAILS' section includes a 'Student Name' field with a 'Display' button, an 'Activity Period - From' field set to '2005-FEB-17', an 'Activity Period - To' field set to '2005-MAR-01', and a 'Teachers' dropdown menu set to 'All Teachers'. There is also a 'Sort By' section with radio buttons for 'Due Date, Course' (selected) and 'Course, Due Date'. The 'ASSIGNMENT DETAILS' section is a table with the following data:

Course	Assignment Type	Details - Description	Grade	Misc Grade	Lab/Exempt	Assign Date	Due Date	Details
Biology	Assignment	Respiration Reading Guide	10	10	-	-	-	Details
Biology	Assignment	Cancer Facts	10	10	-	-	-	Details
Biology	Assignment	Respiration Lab	10	10	-	-	-	Details
Biology	Assignment	Photosynthesis Review	10	10	-	-	-	Details
Biology	Assignment	ATP Cards Lab	10	10	-	-	-	Details
Biology	Text	Circle of Energy Porter	10	10	-	-	-	Details

### 6. How often is the information updated?

You will view 'real time' data. That means you can see the information as soon as it has been entered at the school. For instance, you will be able to see whether your child has been marked absent from a class usually by the end of that class period.

### 7. How will the system recognize me as the parent?

You will be provided with a unique logon name and a password by your child's school. You can only see data for your children. It is intended for your use only.

### 8. Will anyone else be able to see my child's record?

No other member of the outside public will be able to see your child's record. It is intended for your use only.

### 9. Will my child have access to it?

Not at this time. Please don't share your logon and password with your child. Student access will be available in the future.

### 10. If I have more than one child, do I need separate access codes (or PIN numbers)?

All of your children will be set up under one account – yours.

(More)

**11. If I move or if my child changes school, will the data base still be accessible to me?**

Yes. If your child transfers to another MPS school or your home address changes, your account and the information about your child or children will continue to be available to you.

**12. Will I be able to print out the information I see on the screen?**

Yes – you can print the pages you see on the screen by using the “Print Screen” function of your browser. To obtain a print-out of any of the displayed information, you would have to print the screen on which it appears.

**13. What would I do if there’s an error on my child’s record, or I question something I see?**

Contact the school office. This system is intended to provide on-going knowledge about your child and his/her performance at school, and just as in parent/teacher conferences, you are encouraged to question or discuss to your satisfaction any information that appears.

**14. Will Parent Assistant replace the need for me to attend parent/teacher conferences?**

No. It is important to meet with your child’s teachers face to face during parent/teacher conferences. Parent Assistant will help you feel more prepared for those sessions.

**15. Would I be able to add information to Parent Assistant or delete it?**

There is a function within the system for sending corrections, including additions and deletions. They are processed as requests – that is, your changes do not automatically change the system, but are reviewed by school personnel, and approved for update.

**16. How do I get started?**

You’ll need to fill out an application form, available at your child’s school. Along with that form, you’ll be asked to show identification, possibly your child’s birth certificate, or any other documentation your school requires when it changes or updates your child’s records. The school will then provide to you a logon and password for you to use. [You will be able to change your password any time you go into Parent Assistant, by going to the bottom of the Demographic screen and clicking Change Password.](#)

**17. Will this cost me anything?**

Parent Assistant will cost you nothing. You will need to have access to a computer with internet access in order to use your account.

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Dept. of Parent & Student Services  
5225 W. Vliet St., P.O. Box 2181  
Milwaukee, Wisconsin 53201-2181  
Tel: (414) 475-8448, Fax: (414) 475-8626, TTY: (888) 692-1408