



# Pasadena Unified School District

## Parent Portal Access Form

The Parent Portal is designed to allow parents access to their student's information. Access to Parent Portal will provide parents/guardians the opportunity to view student data and information through the Internet. Student data may include but not be limited to grades, attendance, medical, demographics and discipline from the District's student information system Aeries. This information is only accessible by knowing the student's ID Number, Telephone Number, and Verification Code (VPC). By setting up an account and/or logging onto the Parent Portal, you agree to abide by the Pasadena Unified School District rules and regulations. **Use of this system and its services are strictly limited to authorized account holders ONLY. All users are to be responsible for their student's information codes and passwords. PUSD will only provide log in information to parents or guardians.** PUSD will not be responsible for unauthorized access if the user has not been careful with their information. Ways to protect your information include but are not limited to: Do not give anyone your password. Do not write your password down. Close the browser when you are done. If you wish to continue to use the Internet, open a new browser window. Do not choose a password that is easily guessed by someone else such as a spouse's, children, grandchildren, or pet's name, birth date, anniversary date, address, social security number, etc. Suggestions on passwords include combinations of letters and numbers or upper and lower case letters.

Parents will be able to access the following information for their child:

- Attendance
- Grades/Gradebook
- Classes
- Report Cards
- Demographics
- Medical
- Contacts
- Teacher/Counselor Email
- Transcripts
- Test Details/Test Scores
- Grad Status
- College Entrance Requirements

For parents to create an account and access the Parent Portal, they must visit the school's administrative office to confirm and obtain the following:

1. Identity verified by school admin staff and Parent Access Request form submitted to site for approval
2. Student's Permanent ID Number
3. Verification Pass Code (VPC)
4. Telephone number on record with their child's school

**INNOVATIVE TECHNOLOGY SERVICES**  
**PUSD Parent Portal Access Form**

**Please print**

School: \_\_\_\_\_

Students Name: (First) \_\_\_\_\_ (MI) \_\_\_\_\_ (Last) \_\_\_\_\_

Students Permanent ID: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*PUSD will only provide log in information to student's parents/legal guardians. Any other individual requesting access to a Parent Portal account must get the information directly from the student's parent/legal guardian.**

**For School Office Use Only:**

Authorized staff below confirms identification of the parent/guardian was verified

**DATE:** \_\_\_\_\_

**VERIFIED BY:** (PRINT NAME) \_\_\_\_\_

**PARENT/GUARDIAN VERIFIED BY:** (CHECK ONE)

CA ID / DRIVERS LICENSE

OTHER ID (please specify): \_\_\_\_\_

**FORM TO BE FILED IN STUDENTS CUM FOLDER**