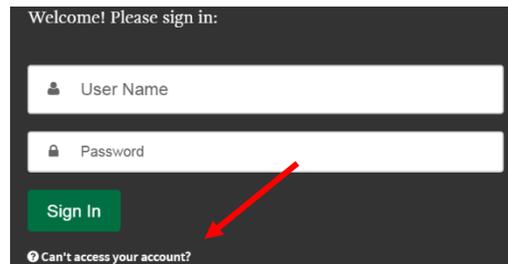


# HOW DO I ACCESS MY STUDENT'S FINAL NARRATIVES?

Your student's FINAL JUNE NARRATIVES (a.k.a. final "report cards") are now available on the Portal! This note shows the steps you should take to access those final narrative reports. It is important that you access the reports and read them!

## Step One: Log in to the PORTAL

We hope that you have previously logged on to the Portal and remember how to do this! In case it has been a while, here is a quick reminder. You can get to the Portal via the Parker website (click 'Sign In' on the upper right hand corner under the Google translate box).



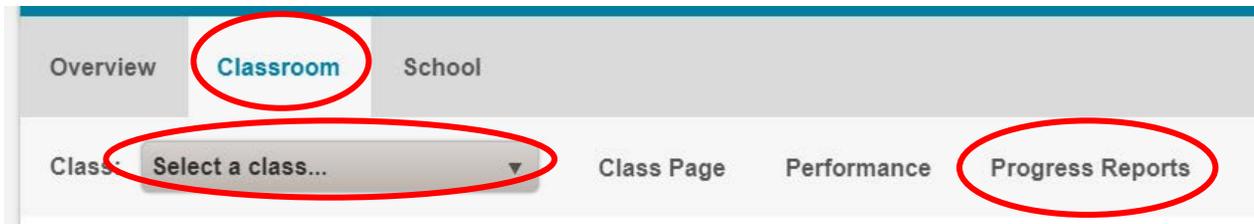
The email you have given the school is your user name and you have previously set your own password. If you have forgotten your password, the system can reset it. Click on the 'Can't access your account?' link to reset your password. If you have never logged on to the system, you will need us to reset it for you. Please email [mbeganski@theparkerschool.org](mailto:mbeganski@theparkerschool.org) for assistance.

## Step Two: Navigate to the proper screen

At the landing page, click on the MORE button.



Then, click on the "Classroom" tab and then the "Progress Reports" tab.



Click the "Select a class..." box and select EACH class to see the FINAL NARRATIVE from that class.

*(Note that you do need to navigate to each class on its own to see the report. The "combined reports" does not work. If the same class is listed twice, you want to select the one labeled 'S2' for second semester.)*

Make sure you have also selected the THIRD marking period reports (it may also show reports from earlier in the year). You have to click on the actual **ORANGE** date for the proper reports to show. Note that these reports will be available on the Portal through late August; once the new school year gets started, they will no longer be accessible through the Portal. The school maintains electronic copies and can always forward them to you, if needed. However, we recommend that you download and save (or print) these reports for your own records as well.

- ▲ FIRST MARKING PERIOD  
11-15-2019
- ▲ SECOND MARKING PERIOD  
02-04-2020
- ▲ THIRD MARKING PERIOD  
**06-22-2020**

## Questions?

If you have any difficulty accessing these reports, please contact Monique Beganski ([mbeganski@theparkerschool.org](mailto:mbeganski@theparkerschool.org)) or call the front office and leave a message. If you would like the final narratives emailed to you as a pdf, please also contact Monique or the front office.