

## Wichita Public Schools--Parent Assistant

<http://wsparentsonline.usd259.net>

### Requirements for Accessing Parent Assistant

A **Parent Access Request Form** must have been approved and a username and password established. School staff will have the forms and field any questions regarding the parent access form.

Personal computer hardware and software is not supported by the Wichita Public Schools' Management Information Department. To help ensure a trouble-free connection, your computer must meet the following minimum requirements:

#### Hardware Requirements

<b>Processor Speed</b>	Intel Pentium III , AMD Athlon, or Comparable 600MHz or higher
<b>Memory</b>	256MB total system memory or higher
<b>Hard Drive</b>	3.0GB free available hard drive
<b>Internet</b>	Broadband Internet <b>REQUIRED</b> (Cox Communications Cable, SBC Yahoo! DSL , or comparable)

#### Software Requirements

<b>Operating System</b>	Microsoft Windows 98 SE, 2000, XP, or 2003
<b>Internet Explorer</b>	<a href="#">Microsoft Internet Explorer 6.0 SP1 or higher</a>

Parents will log on to Parent Assistant by using their browser and keying in the following URL: <http://wsparentsonline.usd259.net>. Parents who are employees of USD 259 may access the same logon screen at school through the WPS Intranet. The screen below will appear.

The screenshot shows the login interface for the Parent Assistant system. At the top left is the eSIS logo. To its right, the text 'Parent Assistant' is displayed in a large, bold font. Below this, the word 'Login' is written in a smaller font. The main content area is a form titled 'LOGIN DETAILS' in a dark blue header. This form contains three input fields: 'Username:' followed by a text box, 'Password:' followed by a text box, and 'Language:' followed by three radio button options: 'English' (which is selected), 'Spanish', and 'French'. At the bottom of the form is a 'Login' button.

## Wichita Public Schools--Parent Assistant

<http://wpsparentsonline.usd259.net>

Move your mouse over the grey tabs across the top to see the choices of data that are available to you. Click on a sub-category to view the screen for that category. Various pieces of data are updated throughout the day; you are seeing "live" data. The four tabs give you access to the following types of data:

<b>General Information</b>	Demographics.....	Detailed information about your student (PIF information)— You may request updates to this information electronically through Parent Assistant
	Emergency Contacts...	You may request updates to this information electronically through Parent Assistant
	Teams.....	View your student's team memberships
<b>Current Activity</b>	*Attendance.....	Review your student's attendance history
	Incidents.....	Review disciplinary actions for this and previous school years
	Program Assignments..	
<b>Academic Progress</b>	*Current Assignment..	Review assignments, scores, due dates, etc. for each class
	Diploma.....	Review credits needed and earned toward graduation
	Mark/Grades.....	Historical information from printed progress and grade reports
<b>Miscellaneous</b>	Non-School Days.....	View the USD 259 master calendar

\* Previous users of Parent Assistant have reported that they used these two areas most often. The screens for most of the pull-down options under each tab are shown on the following pages.

### PARENT ASSISTANT – DEMOGRAPHIC SCREEN

You will need to click on the "Display" button to populate this screen after you log on. If any screen does not change after making a selection from a drop-down list or a radio button, click the "Display" button again to refresh the screen to reflect your current choices.

# Wichita Public Schools--Parent Assistant

<http://wpsparentsonline.usd259.net>

Address Go Links >>

Age 10 yrs 7 mos

Gender: Male Social Security Number:

---

**PROPERTY ADDRESS DETAILS**

Street Number and Name:  Apt Number:

Lot Number:  Concession Number:

Municipality: Wichita State/Province: KS

Postal Code: 67212 X-Boundary?

School: Northwest Dwelling Type:

Proof Of Address:  Mailing Address Same As Property Address?

Home Phone Number:  Unlisted

---

**ADMISSION DETAILS**

Reason: Promotion Date: 2002-JUL-01

Status:

---

**PREVIOUS SCHOOL/DISTRICT DETAILS**

District: Previous School: Wilbur Middle School

Address Go Links >>

**ALTERNATE ADDRESS DETAILS (FOR TRANSPORTATION - ELIGIBILITY TO BE DETERMINED BY THE BOARD)**

Street Number	Street Name	Apt Number	Municipality	Contact Name	Contact Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

---

**IMMIGRATION AND MISCELLANEOUS DETAILS**

Country Of Birth: United States Country Of Citizenship:

Immigration Status:  Entry Date:

Visa / Work Permit Exp Date:

Language: English null:  Language At Home: English

Tuition Paid By:  Tuition Type:

Release Info?  Internet Access?

Emergency Closure: Non Applicable Family Courier?

---

**MEDICAL DETAILS**

Doctors Name: Jeff Reiswig Phone Number: (316)722-4544

Dentist's Name: Brad Orth Phone Number: (316)943-0247

Health Policy Number:  Preferred Hospital: St Francis

Allergies:  Life Threatening?

Other: null

---

**SIBLING DETAILS**

Pupil Number	Name	Relationship	Age	Grade	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

© Copyright, Administrative Assistants Ltd., 2003, All Rights Reserved Worldwide.

## Wichita Public Schools--Parent Assistant

<http://wpsparentsonline.usd259.net>

The previous screen shots show the demographic information for the student selected. You will need to click on the "Display" button if the full data does not initially show on the screen. You also must use the "Display" button when switching from one student to another, changing a choice in a drop-down list, or selecting a different radio button. Parents may request changes for any of the fields that are "boxed". The word "Null" means empty or no data.

At the bottom of the demographics page there are two buttons:

- **Submit Change Request** to send your changes to the school's registrar. If the demographic change you requested does not appear within a week after your request, please contact the school registrar to discuss the requested change.
- **Change Password** to change your Parent Assistant logon password. We recommend that you change your password as soon as you log on and write the new password in a secure location. See the next illustration for more detailed instructions on changing your password.

ALTERNATE ADDRESS DETAILS (FOR TRANSPORTATION - ELIGIBILITY TO BE DETERMINED BY THE BOARD)

Street Number Street Name Apt Number Municipality Contact Name Contact P

http://wps1.usd259.net:8888 - eSIS - Change Password - Microsoft Internet Explorer

**eSIS Parent Assistant**

**Change Password**

PASSWORD DETAILS

Enter new password:

Retype new password:

Return Change

© Copyright, Administrative Assistants Ltd., 2003, All Rights Reserved Worldwide.

Done Internet

Submit Change Request Change Password

© Copyright, Administrative Assistants Ltd., 2003, All Rights Reserved Worldwide.

It is recommended that you **change your password** the first time you access Parent Assistant. The first screen to appear after logging on is the **Demographic Screen**. Click "**Display**" and the screen will be populated. Scroll down to the bottom of that screen and you will see a "**Change Password**" button. When you click the "**Change Password**" button you will see the dialog box below. Type your new password in both boxes then click on the "**Change**" button. A box will appear indicating that your password has been changed. On that screen click on the "**Return**" button and you will see the Demographics screen appear again. Be sure to write down your new password and keep it in a secure location. No one in USD 259 can look up your password if you forget it. They can, however, change your password again. Contact your school's Parent Assistant representative if you forget your password.

**PARENT ASSISTANT – EMERGENCY CONTACTS**

**Emergency Contacts** Student Schedule Log Off

**DISPLAY DETAILS**  
 Student: [dropdown] Display

**EMERGENCY CONTACT DETAILS**

Call Sequence	Last Name	First Name	Relationship	Language	Place Of Employment	Action
1						Details Change Delete
1						Details Change Delete
1						Details Change Delete
2						Details Change Delete

null

**CONTACT DETAILS**

Call Sequence: [dropdown] First Name: [text] Last Name: [text] Relationship: [dropdown] Language: [dropdown]

Place Of Employment: [text] Home Phone Number: [text]

Unlisted:

**CONTACT METHOD**

Work Number: [text] Extension: [text] Email Address: [text] Fax Number: [text]

Voice Mail: [text] Cellular Phone: [text] Pager Number: [text]

Address: [text] Notes: [text]

Return Save

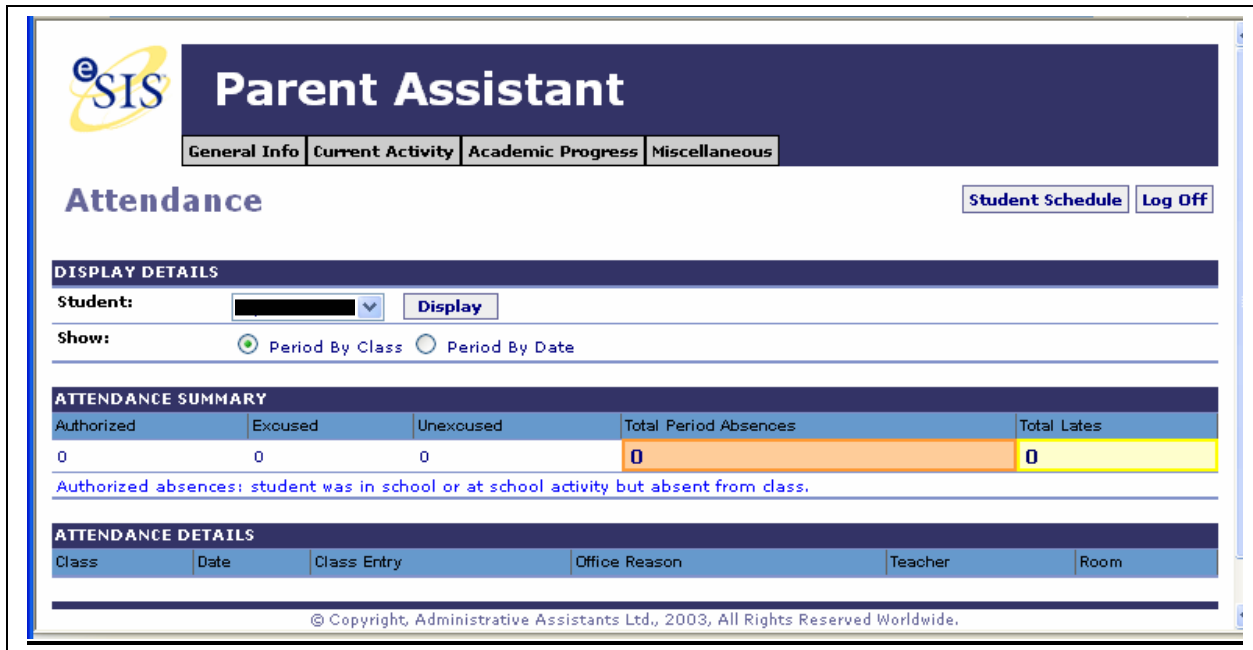
© Copyright, Administrative Assistants Ltd., 2003, All Rights Reserved Worldwide.

Click on Details to see all the emergency contact information. Parents will click on “change” to make any update requests.

Parents may submit a request for update for any of the fields that are boxed in. The word “Null” means the field is empty or no data.

Wichita Public Schools--Parent Assistant  
<http://wpsparentsonline.usd259.net>

PARENT ASSISTANT – STUDENT ATTENDANCE



**Parent Assistant**

General Info | Current Activity | Academic Progress | Miscellaneous

### Attendance

Student Schedule | Log Off

**DISPLAY DETAILS**

Student: [dropdown] Display

Show:  Period By Class  Period By Date

**ATTENDANCE SUMMARY**

Authorized	Excused	Unexcused	Total Period Absences	Total Lates
0	0	0	0	0

Authorized absences: student was in school or at school activity but absent from class.

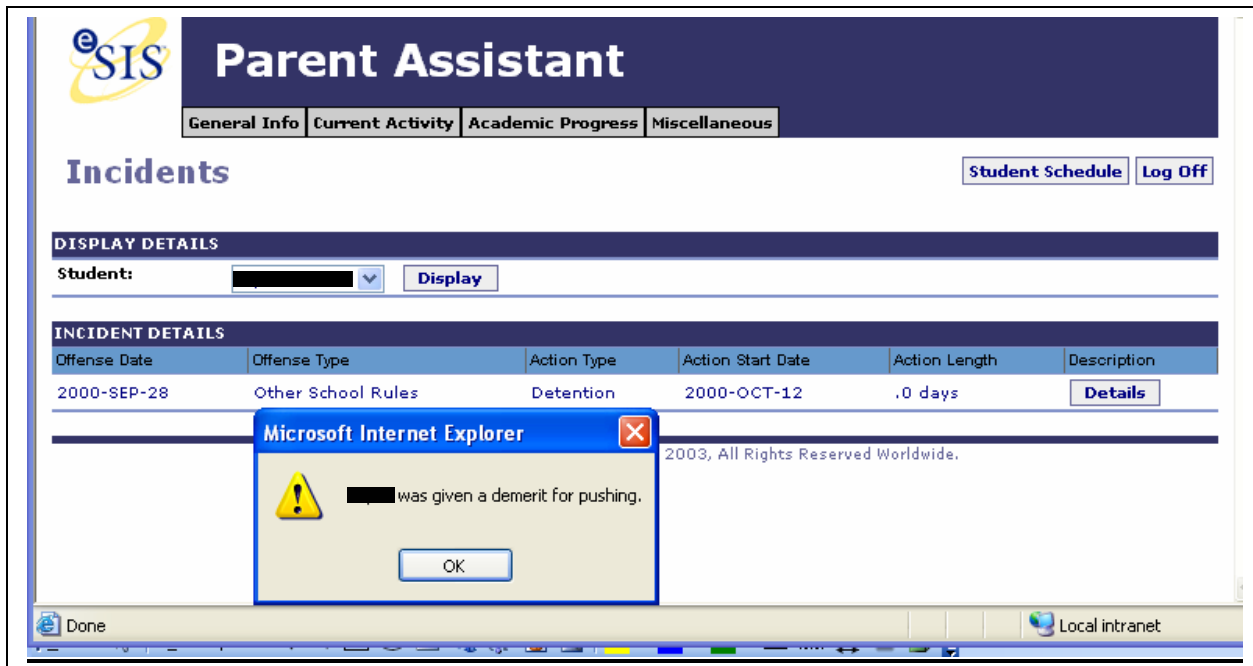
**ATTENDANCE DETAILS**

Class	Date	Class Entry	Office Reason	Teacher	Room
-------	------	-------------	---------------	---------	------

© Copyright, Administrative Assistants Ltd., 2003, All Rights Reserved Worldwide.

In a block schedule school, a two hour block class will be reflected as two absences. Attendance data may be sorted by **Class** or by **Date** using the radio buttons in the Display Details section. Again, you will need to click on the “Display” button when changing from one student to another or changing the sort order.

PARENT ASSISTANT – INCIDENTS



**Parent Assistant**

General Info | Current Activity | Academic Progress | Miscellaneous

### Incidents

Student Schedule | Log Off

**DISPLAY DETAILS**

Student: [dropdown] Display

**INCIDENT DETAILS**

Offense Date	Offense Type	Action Type	Action Start Date	Action Length	Description
2000-SEP-28	Other School Rules	Detention	2000-OCT-12	.0 days	<a href="#">Details</a>

Microsoft Internet Explorer

was given a demerit for pushing.

OK

Done Local intranet

Clicking on details will provide a pop-up describing the incident. Incidents will be carried over from previous school and years.

**PARENT ASSISTANT – STUDENT ASSIGNMENTS**

**Parent Assistant**

General Info | Current Activity | Academic Progress | Miscellaneous

**Assignments** Student Schedule | Log Off

**DISPLAY DETAILS**

Student: [dropdown] Display

Activity Period - From: 2004-SEPTEMBER-01 Activity Period - To: 2004-DEC-08

Teacher: All Teachers Sort By:  Due Date,  Course,  Course, Due Date

**ASSIGNMENT DETAILS**

Courses	Details/Description	Grade	Max Grade	Late/Exempt	Assign Date	Due Date	Action
Us History 2	Unit 1Exam	75	100		2004-SEP-24	2004-SEP-24	<a href="#">Details</a>
Excel	PR1	95	100		2004-SEP-24	2004-SEP-24	<a href="#">Details</a>
Us History 2	Unit 1, Lesson 5	20	20		2004-SEP-22	2004-SEP-22	<a href="#">Details</a>
Us History 2	Unit 2, Lesson1	20	20		2004-SEP-22	2004-SEP-22	<a href="#">Details</a>

Always check the **Activity Period From:** and **Activity Period To:** boxes to be sure you are seeing the range of assignments you wish to see. You can change the Activity Period **from** and **to** by clicking on the **calendar** icon and choosing the month and day you wish. Choose the specific teacher (or all teachers) using the drop-down list in the **Teacher:** section. Student assignments may be viewed in **Due Date** order or in **Course** order by clicking on the appropriate radio button in the **Sort By:** section. Be sure to click the **"Display"** button to refresh the screen after changing the sort by radio button.

The Assignments screen shows you a list of assignments that have been entered into the gradebook by your student's teachers. In addition to the assignment title and description, it shows the points earned by your student (**Grade**) and the points possible on that assignment (**Max Grade**). If the Grade column shows "--" rather than a score, this indicates that the student does not have a score entered yet for this assignment. Either it has not been turned in, or the teacher has not gotten it graded and recorded yet. When you click the details button, you will see the screen below which displays more information about the assignment, **if** the teacher put more information into the system. There is no overall course grade reported in parent assistant.

**Parent Assistant**

**Assignment Details**

TEACHER NULL

ASSIGNMENT DETAILS

Narrative	Parent Tips
First PR	-

[Return](#)

© Copyright, Administrative Assistants Ltd., 2003, All Rights Reserved Worldwide.

**PARENT ASSISTANT – DIPLOMA SCREEN**

**SIS Parent Assistant**

General Info | **Current Activity** | Academic Progress | Miscellaneous

**Diploma** Student Schedule | Log Off

---

**DISPLAY DETAILS**

Student: [Redacted]

Show:  Current  Potential

Select the Current radio button to display the diploma status as it currently stands. Select the Potential radio button to display the diploma status including courses currently being taken but not yet finished.

---

**DIPLOMA SUMMARY**

<b>Diploma Type:</b>	<b>Diploma Met:</b>
<b>Diploma Issued:</b>	<b>Projected Grad Year:</b>
<b>Bound For:</b>	
<b>Intended Career Program:</b>	<b>Entry Date:</b>
<b>Service Learning Hours Required:</b> 0.0	<b>Service Learning Hours Earned:</b> 0.0

---

**DIPLOMA DETAILS**

	Option	Required	Earned	Needed	Assoc CDP
<b>For Diploma</b>		22.0	15.0	7.0	
<b>Compulsory</b>		13.0	8.5	4.5	
<b>Optional</b>		9.0	6.5	2.5	
English 1 First Semester		0.5	0.5	0.0	
English 1 Second Semester		0.5	0.5	0.0	
English 2 First Semester		0.5	0.5	0.0	
English 2 Second Semester		0.5	0.5	0.0	
English 3 First Semester		0.5	0.0	0.5	
English 3 Second Semester		0.5	0.0	0.5	
English 4 First Semester		0.5	0.0	0.5	
English 4 Second Semester		0.5	0.0	0.5	
US Hist 1 First Semester		0.5	0.5	0.0	
US Hist 1 Second Semester		0.5	0.5	0.0	
US Hist 2 First Semester		0.5	0.0	0.5	
US Hist 2 Second Semester		0.5	0.0	0.5	
PE		1.0	1.0	0.0	
Other		9.0	6.5	2.5	
<b>Total To Date</b>			15.0		
<b>Equivalent Credits Granted</b>			0.0		

The parent sees a screen that shows how many credits are required for graduation for a given subject area, then it shows how many credits the student has earned toward that requirement and how many are still needed. Example: If there are 2 credits needed, the student no longer needs any credit toward math so any additional credits earned in math will be counted in the 'other' area towards graduation. This is different from the transcript which shows all the classes a student has taken in a given subject.

**Wichita Public Schools--Parent Assistant**  
<http://wpsparentsonline.usd259.net>

**PARENT ASSISTANT – MARKS/GRADES**

Courses	Teacher	Reporting Period	Mark	Exam	Final	Absents	Lates
Us History 2	ALLEN T	Progress Rpt Sept 24	B	-	-	0	0
Computer Graphics 1	BROWN N	Progress Rpt Sept 24	A	-	-	0	0
Algebra 2	FLOYD J	Progress Rpt Sept 24	B	-	-	0	0
Excel	PRINGLE-JOHNSON B	Progress Rpt Sept 24	A	-	-	0	0
Drama 1	WEBB L	Progress Rpt Sept 24	A	-	-	0	0
English 3	BURGETT A	Progress Rpt Sept 24	A	-	-	0	0

This screen shows **historical information** and is only updated after each reporting period, four to six times each semester. It reports the grades and attendance that were printed on previous progress reports and report cards.

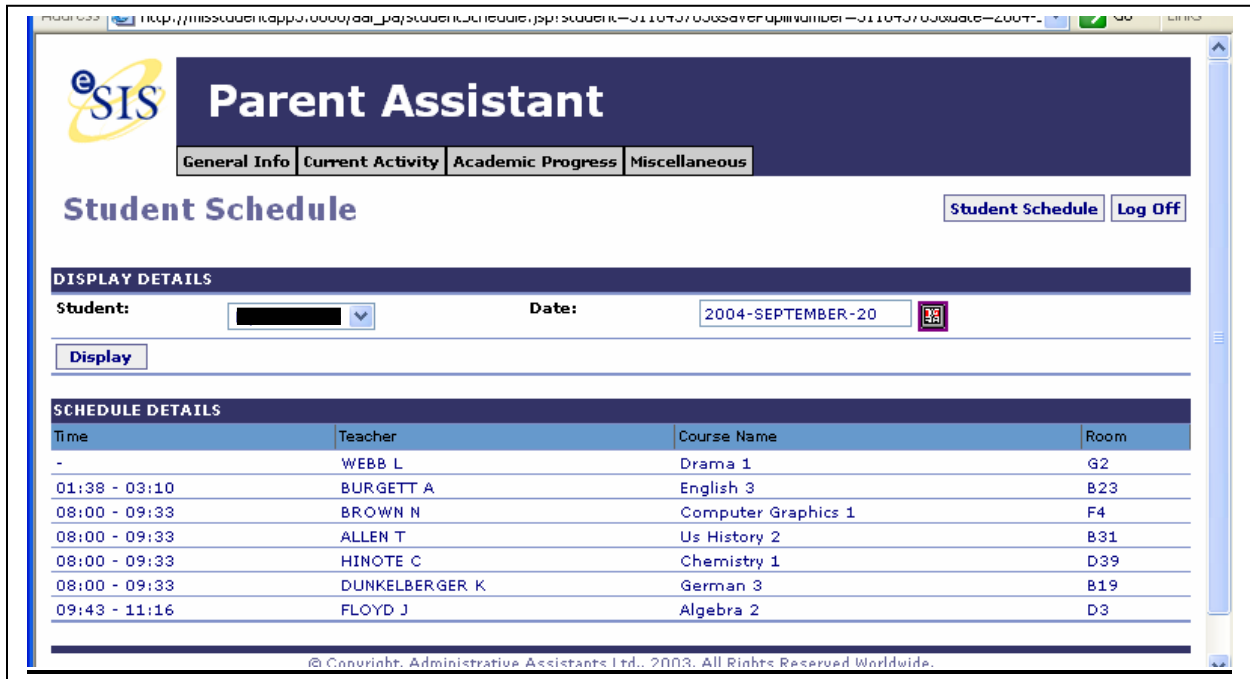
**PARENT ASSISTANT – NON SCHOOL DAYS**

Date	Reason
2004-SEP-06	Holiday
2004-OCT-21	District Inservice
2004-OCT-22	District Inservice
2004-NOV-11	Holiday
2004-NOV-24	Conference Release
2004-NOV-25	Fall Recess
2004-NOV-26	Fall Recess
2004-DEC-23	Winter Recess
2004-DEC-24	Winter Recess
2004-DEC-27	Winter Recess
2004-DEC-28	Winter Recess

This is the master school year calendar for USD 259 which shows holidays and other non-attendance days for students.

Wichita Public Schools--Parent Assistant  
<http://wpsparentsonline.usd259.net>

**PARENT ASSISTANT – STUDENT SCHEDULE**



**Parent Assistant**

General Info | **Current Activity** | Academic Progress | Miscellaneous

**Student Schedule** Student Schedule | Log Off

**DISPLAY DETAILS**

Student: [dropdown] Date: 2004-SEPTEMBER-20 [calendar icon]

**SCHEDULE DETAILS**

Time	Teacher	Course Name	Room
-	WEBB L	Drama 1	G2
01:38 - 03:10	BURGETT A	English 3	B23
08:00 - 09:33	BROWN N	Computer Graphics 1	F4
08:00 - 09:33	ALLEN T	Us History 2	B31
08:00 - 09:33	HINOTE C	Chemistry 1	D39
08:00 - 09:33	DUNKELBERGER K	German 3	B19
09:43 - 11:16	FLOYD J	Algebra 2	D3

© Copyright: Administrative Assistants Ltd., 2003. All Rights Reserved Worldwide.

On every screen there is a “**Student Schedule**” button in the upper right corner. When you click this button it will show you the courses, with teachers and rooms listed, that meet on the current date. The times may be blank because of block schedule. It does accurately report which classes meet on which block schedule day based on your calendar date selection. If you wish to see the classes that met on a different date, just change the date with the calendar button, and then click the “Display” button to refresh the screen.