



Life School Parent Self-Serve System

INTRODUCTION TO PARENT USE

Welcome to the *Life School Parent Self-Serve System*. This system will allow you to track your child's attendance, grades and other student information using a web browser. To access the *Life School Parent Self-Serve System*, you must use Chrome or Mozilla Firefox as your web browser.

The *Life School Parent Self-Serve System* allows you to have a single login to see all of your children enrolled in Life School.

The *Life School Parent Self-Serve System* is another way in which our faculty and staff are partnering with our parents to improve the overall educational experience for our students and our parents.



Life School Parent Self-Serve System

PARENT USAGE INSTRUCTIONS

1. Available Information in the *Life School Parent Self-Serve System*

Parents are able to see attendance, assignments, progress grades and comments and report card grades and comments. Parents are also able to e-mail their child's teachers from within the Life School Parent Self-Serve System as well as set up automatic e-mail notifications for attendance and grades.

2. Logging in to the *Life School Parent Self-Serve System*

After registering, please go to the Life School web page at www.lifeschools.net to access the *Life School Parent Self-Serve System* or you may access the page by typing in the direct link and click on the "Sign-in" link at:

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If you cannot remember your password, you can go to the same link, enter your User ID and correctly answer your Security Question, and you will be able to reset your password. If you do not remember your Security Question, please contact the campus registrar by emailing the address related to your campus on page 5 to reset your password.



Login

User ID:

Password:

[Sign On](#)

[Forgot User ID](#)

[Forgot Password](#)

[Change Password](#)

[Home](#)

3. Select Child That You Want to View

If you have more than one child that you are able to access, you must first click on the child's name to highlight it before you can click on a tab. If you are not seeing some of the children that you should be able to access, you need to contact that missing child's school so that they can correct your parent/guardian information.

4. Viewing Teacher Assignments and Grades

Click on either the “Report Cards” or “Progress Reports” tab. The current average will show until Progress or Six Weeks grades have been finalized. Click on a grade to open the “Assignments” tab and see all current assignment grades.

Course	Sect	Teacher	Short Desc	Day Prd	Room	NW1	NW2	EX1	SM1	NW3	NW4	EX2	SM2
Scheduled													
03009102	06		BIO	T - 01	805	83	81	82	82	80	NG		
01009101	01		ENG 1	T - 02	210	82	75	85	80	82	NG		
02009101	02		ALG 1	T - 03	404	80	80	72	78	73	NG		
110HS156	06		PROF COMM S	T - 04	211					96	NG		
110HS168	06		DOLLARSE	T - 04	219	99	94	84	94				
090HS101	01		MUS1CHOR	T - 05	707	95	91	85	91	91	NG		
04010101	08		W HIST	T - 06	214	88	84	80	85	81	NG		
070HS128	BT		G ATHLETICS	T - 07	700	100	100	100	100	100	NG		

Note: Click on a grade to see the associated assignment grades. Curr Avg Grade in red based on assign grades entered to date.

Click on the grade. The view will be divided into the categories the teacher is using in the gradebook, along with the weight assigned to the category. Any notes or attachments the teacher has added will also be available.

Please Note: Grades in **red** are running averages. Grades in **black** have been finalized.

5. Edit Contact E-mail

If you wish to set up automatic e-mail notifications or e-mail teachers, you need to make sure your e-mail address is correct in the *Life School Parent Self-Serve System*. Click on “Edit Contact Info” tab to set or change your e-mail address. Click on the “Edit” button to add or make changes. “Marking Private” means that the e-mail will not show up on printed reports.

Please Note: It is highly recommended that you update your e-mail address once you complete the registration process to ensure the correct e-mail is on file.

6. E-mail Teachers

You may e-mail your child’s teachers directly from *Life School Parent Self-Serve System*. Click on the “E-mail Teacher” tab. Use the drop-down menu on the “Teacher” line to select the teacher you want to contact. You can also go directly to this window by clicking on a teacher’s name from the “Report Cards” or “Progress Reports” tab.

7.

If you want to receive an email when you can set these preferences on the “Notifications” tab.

Please Note: Screen shot is a sample only. Please check notifications you wish to receive.

These are the grades that will generate a “Missing Grades” notification to the parent:

- NG** No Grade
- EX** Excused
- INC** Incomplete
- XMT** Exempt

8. Attendance Notifications and Grade Summary Reports

Attendance notifications and summary reports for grades will be sent out automatically at noon and 6:00 p.m. each day. Please make sure to check your spam folder in your e-mail if you do not receive these e-mails.

9. Resetting Forgotten Passwords

Users can reset their passwords following the steps below:

- a. On the “Sign In” tab, enter the User ID.
- b. Click the “Forgot Password” button. The “Forgot Password” tab is displayed with the user’s “Security Question.”
- c. Enter the Security Question Answer” (the answer is case sensitive).
- d. Click the “Submit” button. The “Change Password” panel is displayed on the tab.
- e. Enter a new password.
- f. Retype the password entered in step “e”.
- g. Click the “Save” button. A message is displayed that the new password has been saved.

10. Changing Passwords

Users can change their passwords following the steps below:

- a. On the “Sign In” tab, enter the User ID and current password.
- b. Click the “Change Password” button. The “Change Password” tab is displayed.
- c. In the “Old Password” field, enter the current password.
- d. In the “New Password” field, enter the new password.
- e. Retype the password entered in step “d” in the “Confirm Password” field.
- f. Click the “Submit” button. A message is displayed that the password has been saved.

11. Questions Pertaining to Life School Parent Self-Serve System

For questions pertaining to the *Life School Parent Self-Serve System*, please e-mail your campus registrar:

Oak Cliff Elementary (Grades K-6):	Tammy Crane	tammy.crane@lifeschools.net
Oak Cliff Secondary (Grades 7-12):	Roberta Clark	roberta.clark@lifeschools.net
Red Oak Elementary (Grades K-6):	Tiffanie LePoint	tiffanie.lepoint@lifeschools.n
Life Middle School (Grades 7-8):	Ketra Beason	ketra.beason@lifeschools.net
Life High School (Grades 9-12):	Beth Vitale	beth.vitale@lifeschools.net
Lancaster Elementary (Grades K-6):	Blanca Flores	blanca.flores@lifeschools.net
Cedar Hill Elementary (Grades K-6):	Sherrill Orcutt	sherrill.orcutt@lifeschools.net
Mountain Creek (Grades (K-3):	Rachel Estrada	rachel.estrada@lifeschools.net

Please remember to include in your e-mail:

- Your name
- Your student’s name and grade
- The question you are inquiring about