LAUSD PASSport Quick Guide – Linking/Removing Students for Parents/Guardian

This Quick Guide provides a step-by-step review of the 'Linking/Removing Students' process. Also included is a ***Locating Student's District Identification Number*** and ***Troubleshooting page*** for use when assisting parents with the linking and removing students' process.

Step #	Step	Screen shot	Comments
1	Log in to your PASSport Account		http://passportapp.lausd.net/parentaccess/ Link to Log in/Registration will also be on LAUSD Families website.
2	Under 'My Students', click on *Add or remove students*		

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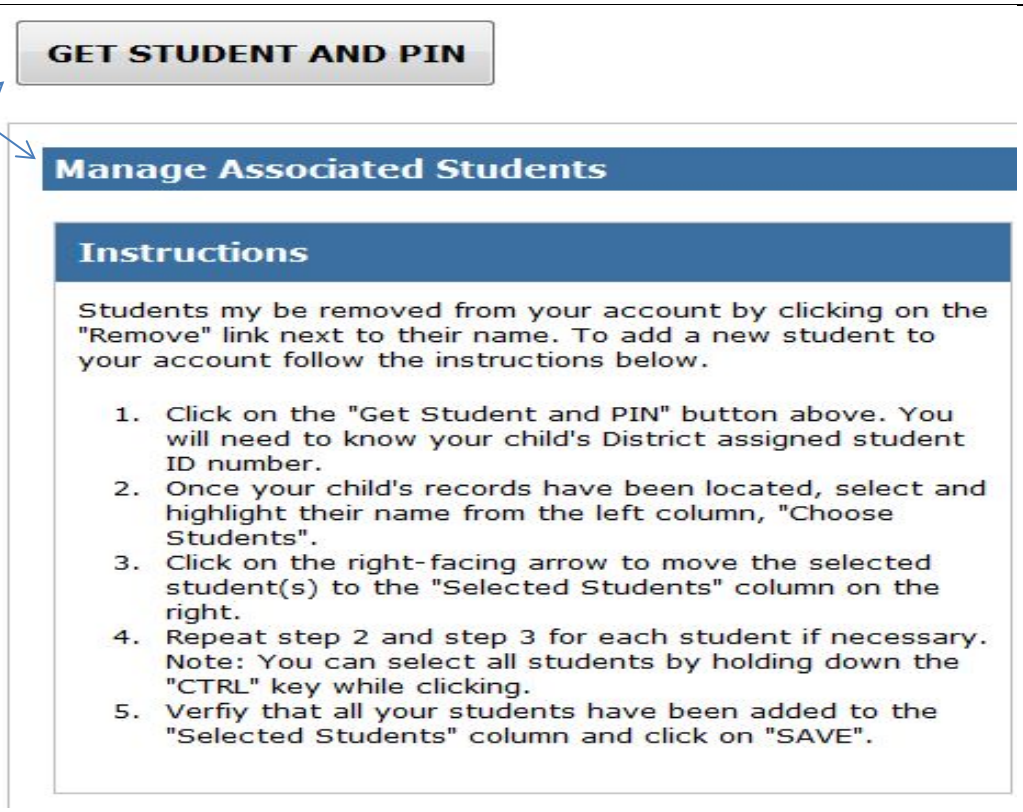
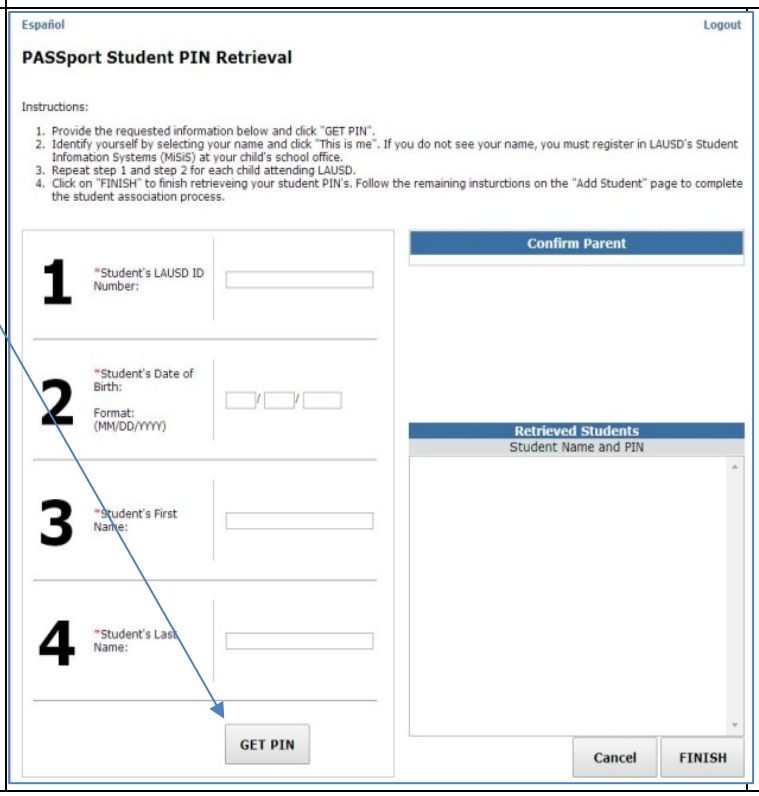
3	**Read Instructions** for Manage Associated Students. Next, click on: **"GET STUDENT AND PIN"** *Note: Students may be removed from your account by clicking on the "Remove" link next to their name.*	
4	Provide the requested information below and click **"GET PIN".** **Student's LAUSD #** **Student's Birthdate** **Student's First and Last Name as it appears on school records.**		See "Locating Student's District Identification Number(s)" below for where you can locate I.D. numbers. When inputting Student I.D. number make sure letter is capitalized and that there are no spaces. See 'Troubleshooting Page' attached if there are any issues with this step.

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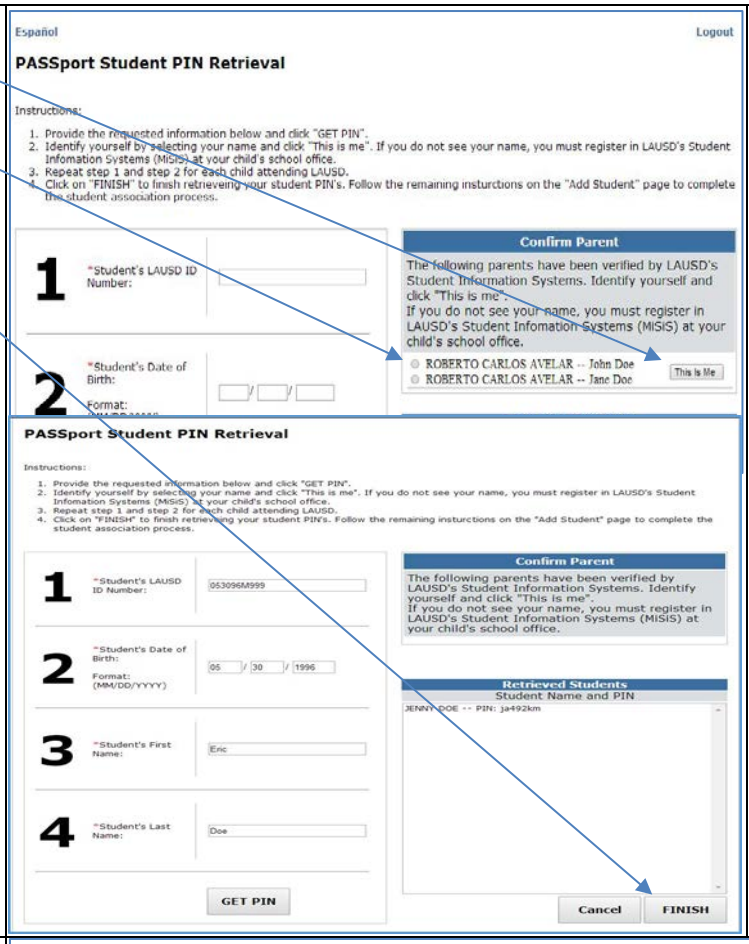
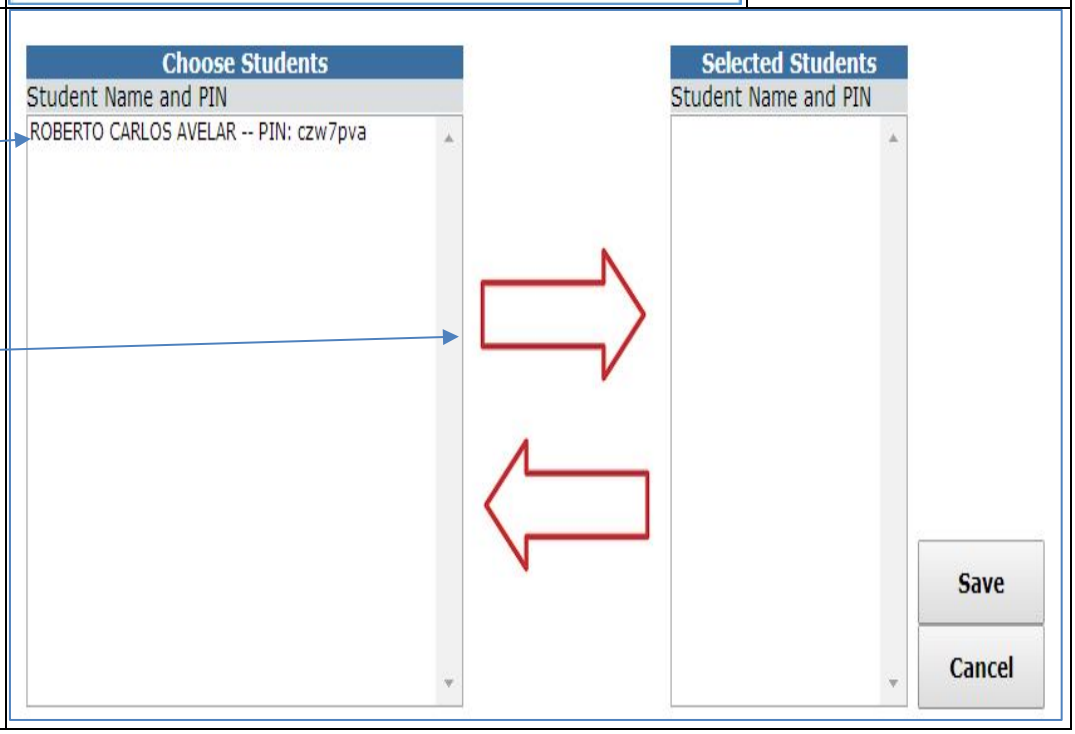
5	5a. Identify yourself by selecting your name and click "This is me." 5b. Repeat step 4 and step 5a for each child attending LAUSD. 5c. Click on "FINISH" to finish retrieving your student pins. 5d. Follow the remaining instructions on the "Add Student" page to complete the student association process.		If you do not see your name listed as a parent, please refer to 'Troubleshooting Page.' You may continue requesting PINs until all desired students are retrieved, then click "FINISH".
6	6a. Select and highlight student name from the left column, "Choose Students." 6b. Click on top arrow. Your student's name should appear in the "Selected Students" box. 6c. Repeat this process for each students Note: You can select all students by holding down the "Ctrl" key while clicking.		

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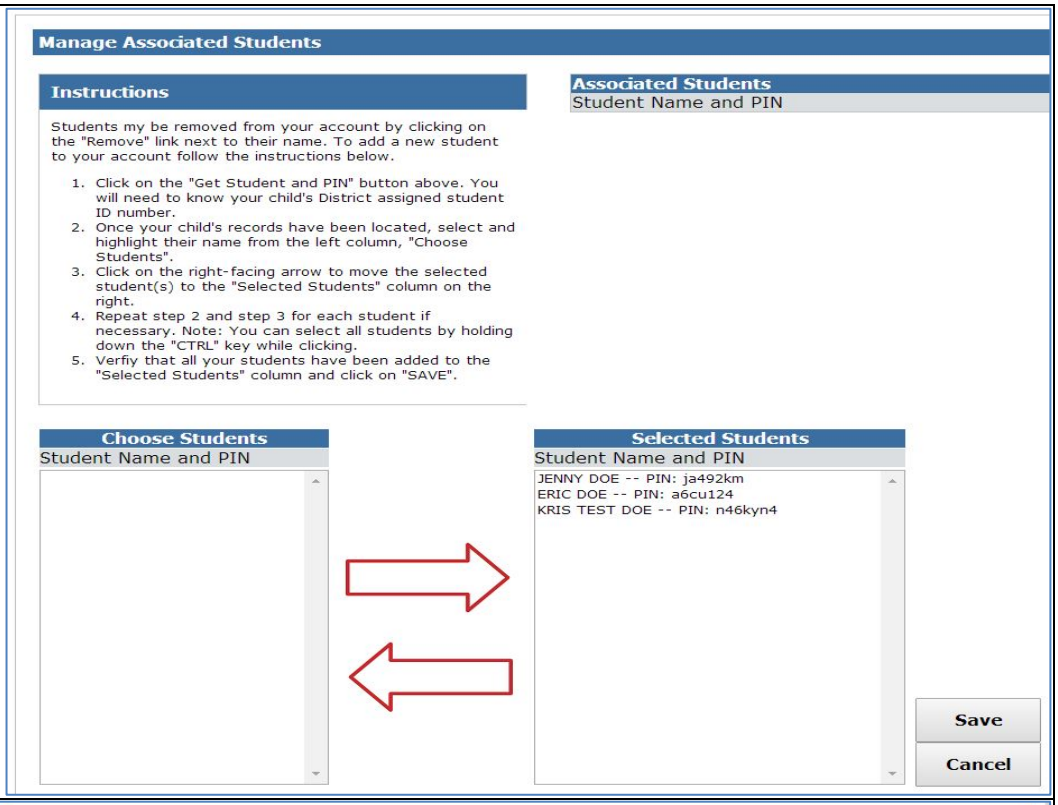
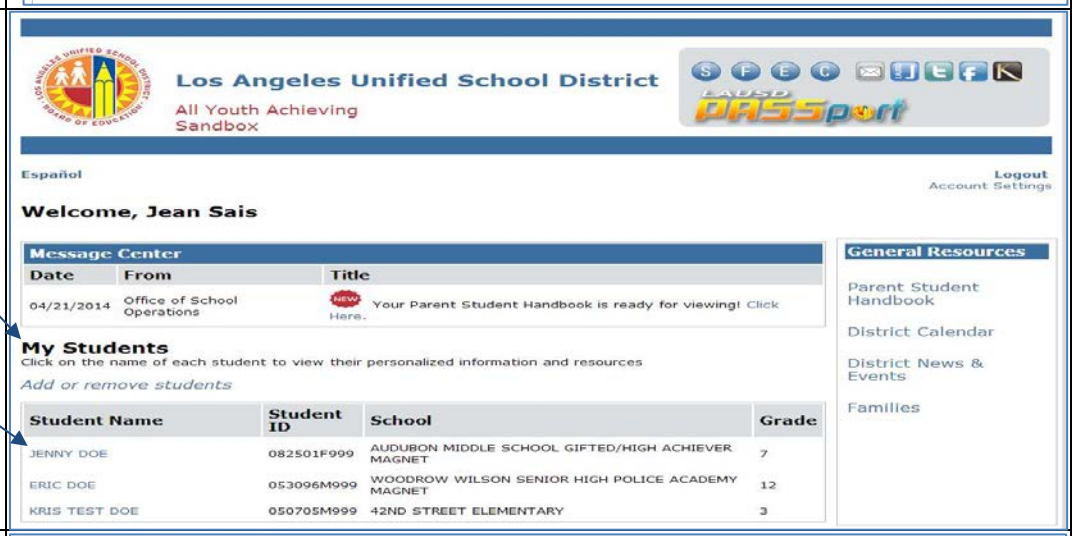
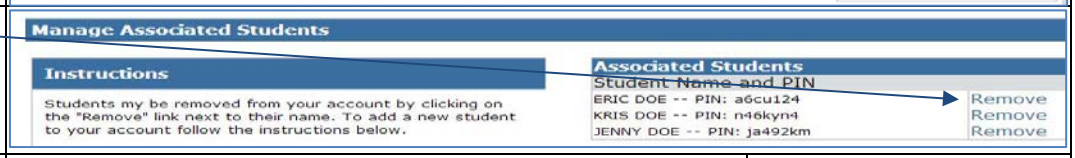
7	Verify that all your students have been added to the "Selected Students" column and click on "Save". Note: Clicking "Cancel" will stop the add student process and return you to parent main page without adding retrieved students.	
8	When you "Save" 'Selected Students', you are returned to your PASSport Main Page, and the students you retrieved will be available in the 'My Students' section. Note: Click on the name of each student to view their personalized information and resources.	
9	Students may be removed from your account by clicking on the "Remove" link next to their name.	
10	END	

Locating Student's District Identification Number(s)

You can find your student's Identification Number in the following locations:

Letters sent to parents from Student Integration Services, also known as reference numbers, for the following eChoices programs: - Permits With Transportation (PWT) - Magnet - PSMCP (Priority School Matriculate Choice Program, which replaces NCLB)
Standardized Report Testing & Reporting (STAR) Student Report
Inter-district permits & intra-district permits
Some Student ID Cards – varies from school to school
Individual Graduation Plan (received from the counselor)
California High School Exit Exam (CAHSEE) & Parent Report
California English Language Development Test (CELDT) – Student Performance Level
Truancy Notification Letters
Letters sent to parents from the Transportation Services Division (TSD) (for students who ride on the school bus for home-to-school transportation)
If unable to find the identification number on documents you have received, you may submit a request for it at your child's school.

TROUBLESHOOTING FOR PARENTS/GUARDIANS

Linking Students To LAUSD PASSport Account	
Issue	**Resolution**
You have inputted all of your student's information and student does not show when you click "Get Pin"…	1. Make sure you have inputted all of the information correctly. ***The letter in the I.D. number should be capitalized. Make sure there are no spaces and that your student's name is listed as it appears on school records.*** 2. If you have inputted all information correctly, according to your documents but the student(s) does not show call your child's school and verify his/her I.D. number.
You have inputted all of your student's information and the student's name is showing after you click "Get Pin" but your name is not showing up as parent…	1. Call your child's school and verify that you are listed as a guardian in District's database.
You have successfully retrieved all of your students but they are not showing up on your Main Page under 'My Students'…	1. Make sure you have selected "Finished" as demonstrated in Step 5 of the Quick Guide. 2. If you have selected "Finished" and are now on Manage Associated Students – Step 6, make sure you have selected students and moved them (using arrow) to Selected Students box and click "Save" (Follow Step 6 and 7 of Quick Guide)