LAUSD PASSport Quick Guide – Linking and Removing Students for Parents and Guardians

This Quick Guide provides instructions for adding and removing children to your account. Also included is information about *Locating a Student's District Identification Number* and a *Troubleshooting Guide* to help with linking and removing students.

http://passportapp.lausd.net/parentaccess/

Step 1 – Log in to your PASSport account.

	LAUSD Parent/Guardian Login
Email:	
Password:	Forgot my password Register for an account

Step 2 – Choose the Add Students link in the My Students section.

Español							Logout
Lapanor						Acco	ount Settings
Welcome, Pa	arent						
District Annou	ncements					General Resour	ces
Date	From	Title					
2016-08-17 08:03:34.0	Office of School Operations	hool Your Parent Student Handbook is ready for viewing! Click Here.			LAUSD Emergenc App	y Pidii	
My Students Click on the name of	feach student to view the	ir personalized information	on and resources			LAUSD School Ch Programs	oice
Add students						Parents' Rights ar Responsibilities	hd
Student Name	Student ID	School	Grade	e F	Remov	District Calendar	
						District News & E	vents
						LAUSD Families P	age
						Parent Student Ha	andbook
						LAUSD Daily	

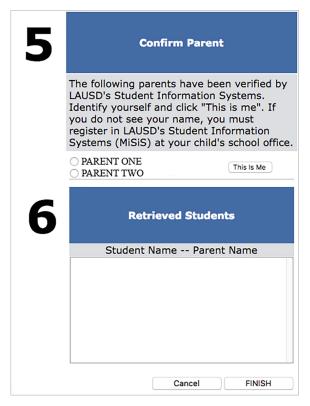
LAUSD PASSport Quick Guide – Linking and Removing Students for Parents and Guardians

Step 3 – Enter the required fields in order to link your child: Student's LAUSD ID Number, Student's Date of Birth, Student's First Name and Student's Last Name. Note: The student's first name and last name must be entered the way it appears on school records. Then click the **Add a Student** button.

*Student's LAUSD II Number:	
*Student's Date of Birth: Format: (MM/DD/YYYY)	
Student's First Name:	
*Student's Last Name:	
	ADD A STUDENT

LAUSD PASSport Quick Guide – Linking and Removing Students for Parents and Guardians

Step 4 – Identify yourself by selecting your name and choose the This is Me button



If you have more children to add, repeat steps 3 and 4. Once you finish adding your children, click the **Finish** button in the bottom right corner.

Step 5 – After you select the **Finish** button, your PASSport Main Page will appear. The children you added will be available in the **My Students** section. You can now click on the name of the child to view their personalized information and resources.

District Anno	uncement	S			
Date	From		Title		
2016-08-17 08:03:34.0	Office of Operation		Your Parent Student Handbook is ready for viewing! Click Here.		viewing!
Click on the name of Add students	of each stude	nt to view their	personalized information and	I resources	
		nt to view their Student ID	personalized information and		Remove
Add students		Student			Remove Remove
Add students Student Name		Student ID 000000F000	School	Grade	

LAUSD PASSport Quick Guide – Linking and Removing Students for Parents and Guardians

Removing Students – Children may be removed from your account by clicking on the **Remove** link next to their names.

District Anno	uncements	;			
Date	From		Title		
2016-08-17 08:03:34.0	Office of Operation		Your Parent Student Handl Click Here.	book is ready for v	viewing!
Add students	of each studen	nt to view their	personalized information and	1 resources	
Add students	e	nt to view their Student ID	personalized information and		Remove
	e	Student ID			Remove Remove
Add students Student Nam	e	Student ID 000000F000	School	Grade	

LAUSD PASSport Quick Guide – Linking and Removing Students for Parents and Guardians

Locating a Student's District Identification Number

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)

Truancy Notification Letters

Inter-district Permits and 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

Standardized Report Testing & Reporting (STAR) Student Report

Letters sent to parents from the Transportation Services Division (TSD) (for students who ride on the school bus for home-to-school transportation)

Student's Individualized Education Plan (IEP)

If you are unable to find the identification number on documents you have received, you may submit a request for it at your child's school. For security reasons, identification numbers must be requested in person and identification is required.

LAUSD PASSport Quick Guide – Linking and Removing Students for Parents and Guardians

Linking Students To LA	USD PASSport Account
Issue	Resolution
You have entered all of your child's information and the child's information does not show when you select Add a Student .	 Make sure you have typed all of the information correctly. <i>The letter in the I.D.</i> <i>number should be capitalized. Make sure</i> <i>there are no spaces and that your student's</i> <i>name is listed as it appears on school records.</i> If you have entered all of the information correctly according to your documents, but the student does not appear, contact your child's school and verify his or her I.D. number.
You have entered all of your child's information and his or her name is showing after you click Add a Student , but your name does not appear as a parent.	1. Contact your child's school and verify that you are listed as a guardian in the District's database.
You have successfully retrieved all of your students but they are not showing up on your Main Page in the My Students section.	1. Make sure you have selected the Finished button as demonstrated in Step 5.

TROUBLESHOOTING FOR PARENTS AND GUARDIANS