

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:	<input type="text"/>
Password:	<input type="password"/> Forgot my password Register for an account <input type="button" value="Login"/>

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

Español				Logout Account Settings	
Welcome, Parent					
District Announcements					
Date	From	Title			
2016-08-17 08:03:34.0	Office of School Operations	Your Parent Student Handbook is ready for viewing! Click Here.			
My Students Click on the name of each student to view their personalized information and resources Add students					
Student Name	Student ID	School	Grade	Remove	
General Resources					
LAUSD Emergency Plan App					
LAUSD School Choice Programs					
Parents' Rights and Responsibilities					
District Calendar					
District News & Events					
LAUSD Families Page					
Parent Student Handbook					
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.

1	*Student's LAUSD ID Number:	<input type="text"/>
2	*Student's Date of Birth: Format: (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/>
3	*Student's First Name:	<input type="text"/>
4	*Student's Last Name:	<input type="text"/>
<input type="button" value="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

5

Confirm Parent

The following parents have been verified by LAUSD's Student Information Systems. Identify yourself and click "This is me". If you do not see your name, you must register in LAUSD's Student Information Systems (MiSiS) at your child's school office.

☐ PARENT ONE ☐ PARENT TWO

6

Retrieved Students

Student Name -- Parent Name

--

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.

Welcome, Parent

District Announcements

Date	From	Title
2016-08-17 08:03:34.0	Office of School Operations	Your Parent Student Handbook is ready for viewing! Click Here.

My Students

Click on the name of each student to view their personalized information and resources

[Add students](#)

Student Name	Student ID	School	Grade	Remove
STUDENT ONE	000000F000	Avenue Elementary	1	Remove
STUDENT TWO	000000M000	Valley Academy	6	Remove
STUDENT THREE	000000F000	Los Angeles Magnet	12	Remove

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.

Welcome, Parent

District Announcements

Date	From	Title
2016-08-17 08:03:34.0	Office of School Operations	Your Parent Student Handbook is ready for viewing! Click Here.

My Students

Click on the name of each student to view their personalized information and resources

[Add students](#)

Student Name	Student ID	School	Grade	Remove
STUDENT ONE	000000F000	Avenue Elementary	1	Remove
STUDENT TWO	000000M000	Valley Academy	6	Remove
STUDENT THREE	000000F000	Los Angeles Magnet	12	Remove

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: <ul style="list-style-type: none">- 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)
<i>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.</i>

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

TROUBLESHOOTING FOR PARENTS AND GUARDIANS

Linking Students To LAUSD 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 .	<ol style="list-style-type: none">1. Make sure you have typed all of the information correctly. <i>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.</i>2. 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.	<ol style="list-style-type: none">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.	<ol style="list-style-type: none">1. Make sure you have selected the Finished button as demonstrated in Step 5.