



SCHOOL YEAR 2020-2021

Uploading Documents Through the Parent Portal

Parent/Caregiver Guide

Steps to Upload School Related
Documents to schools through the
Parent Portal

LOG IN

Log in to the parent portal website <https://parentportalapp.lausd.net/parentaccess/> using your email and password.

NOTE: If you have not registered in the parent portal click on Register for an account to be able to upload your student's enrollment documents. This process is for current LAUSD students. It gives Parent/Caregivers the ability to send school related documents to their child's school through the Parent Portal. This portal provides an electronic secure method for parents/caregivers to share documents with schools.

Step 1 Click **Register for an account** if you do not have an account, otherwise click on **Parent Login**

The screenshot shows the Parent Portal login page. At the top, there are icons for a family, a person with a magnifying glass, a person with a checkmark, and a graduation cap, followed by the text "Parent Portal". Below this is a link for "Español". The main content area has a blue header that says "Select an option below". Below this header is a list of four options: 1. Parent Login, 2. Student Login, 3. Employee Login, and 4. Register for an account. Arrows point to the "Parent Login" and "Register for an account" options, each with a circled "1" next to it. At the bottom of the page, there is a blue footer with the text "© Los Angeles Unified School District", "333 South, Beaudry Avenue, Los Angeles, CA 90017", "Contact Us", "Website Accessibility for Users with Disabilities", and "Nondiscrimination Policy | Disclaimer | v20.7.1".

If you clicked Register for an account, enter all the required information marked with an asterisk (*), click I'm Not a robot, then click register.

The screenshot shows the "Los Angeles Unified School District Account Registration" page. At the top, there is a yellow banner with the text "IMPORTANT NOTE: You have arrived to this LAUSD page from Parent Portal. To go back click here". Below this is the "Parent Authentication" logo. The main content area has a header that says "Los Angeles Unified School District Account Registration". Below this is a text box that says "Your email address is your username. To create an account, enter a valid email address e.g. user@webmail.com." and a list of bullet points describing the benefits of a parent account. Below the list are four input fields: "First Name: *", "Middle (optional)", "Last Name: *", and "Email Address: *". There is also a "Re-enter Email: *" field. Below these fields is a checkbox labeled "I'm not a robot" and a "Register" button. At the bottom of the page, there is a blue footer with the text "© Los Angeles Unified School District", "333 South, Beaudry Avenue, Los Angeles, CA 90017", "Phone: (213) 241-1000", "Nondiscrimination Policy | Disclaimer | v20.7.0", and a "Cancel" button.

Step 2 Enter your username and password in the corresponding fields.

Step 3 Click the **Login** Button to open the Parent Portal to access your student. **Go to Step 6**

IMPORTANT NOTE: You have arrived to this LAUSD page from Parent Portal. [To go back click here](#)

 Parent Authentication

Español

Login

2

Username

Password

[Forgot your password?](#)

Register

Log In

3

- Username is the email address you used for account registration.
- Session times out after 60 minutes.
- If you'd like to change the email address associated with your account, please sign in using old email address. Account edits can be made once you logged in successfully.

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Step 4 If this is your first time registering and need to add your student, click **Add Student**.

 Parent Portal

Español [Logout](#) [Account Settings](#)

Welcome, Parent Portal

District Announcements

Date	From	Title
2018-08-06 12:44:03.0	Office of School Operations	 Your Parent Student Handbook is ready for viewing! Click Here.

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](#)
- [Household Income](#)
- [e-Choices](#)

My Students

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

Add student

4

Student Name	Student ID	School	Grade	Enrollment Status	Remove
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Step 5 Enter the required fields marked with an asterisk (*) in order to link your student. Note: Student's First Name and Last Name must be entered the way it appears on school records. Click **Add a Student**. Then, identify yourself by selecting your name and click **This is Me** and then click **Finish**.

Step 6 Locate your student and click **upload** to be able to upload your documents.

My Students

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

[Add student](#)

Student Name	Student ID	School	Grade	Enrollment Status	Remove	Verified	Documents
DOLORES DAVIS SMITH	003299F004	Boyle Heights Continuation High	10	Y	Remove	Y	View/Upload
EDUARDO CHAVEZ MARIN	003299F004	Central Continuation High	10	Y	Remove	Y	View/Upload
GARY FLORES-YELASCO	003299F004	Alexander Hamilton Senior High	9	Y	Remove	Y	View/Upload

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Step 7 Click **upload new document(s)**

Student Enrollment

Home User Guide [Parent/Guardian](#) [Logout](#)

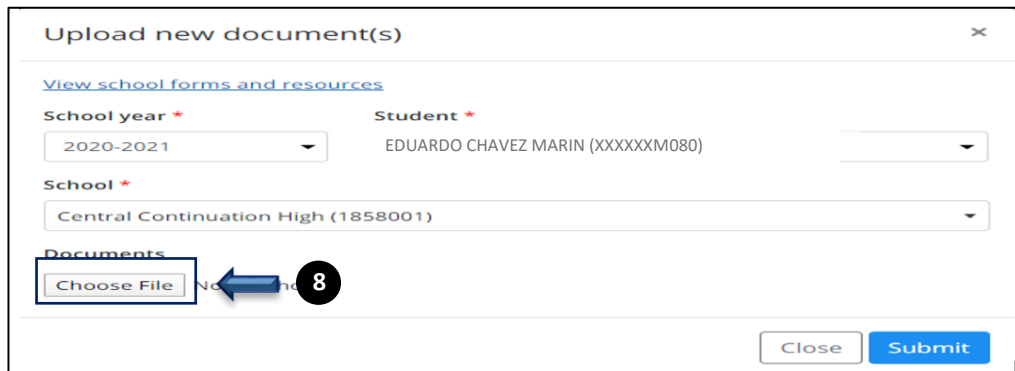
[En Español](#)

Upload Documents

[Upload new document\(s\)](#)

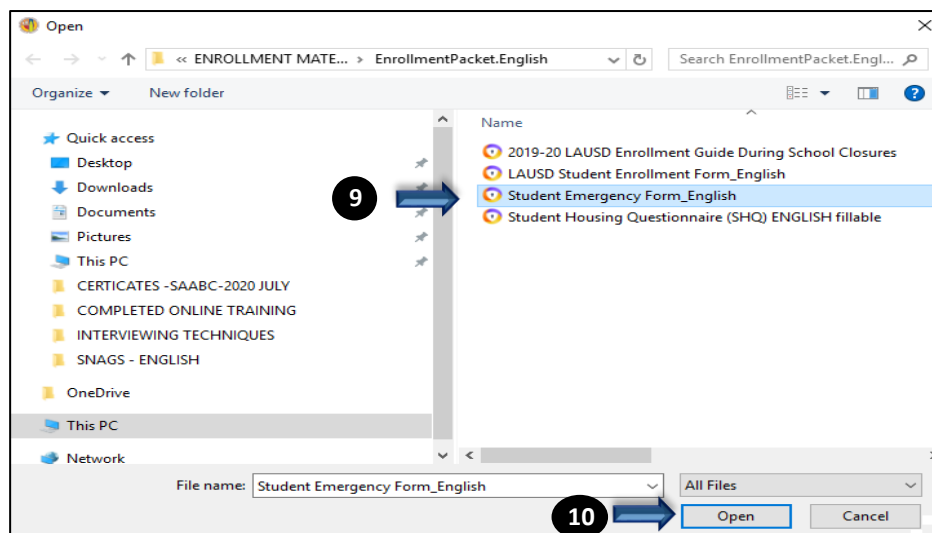
ID	School year	Student	School	Document	Submitted	Status	
18	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	99 - Other: Enrollment Form	7/24/2020 2:44 PM	Submitted	view
14	2020-2021	DOLORES DAVIS	Boyle Heights Continuation High (1883101)	10 - School attendance policy and procedures	7/24/2020 9:54 AM	Submitted	view
13	2020-2021	DOLORES DAVIS	Boyle Heights Continuation High (1883101)	19 - Sports Physical	7/24/2020 9:49 AM	Submitted	view

Step 8 Click **Choose File** button to open the File Upload Window

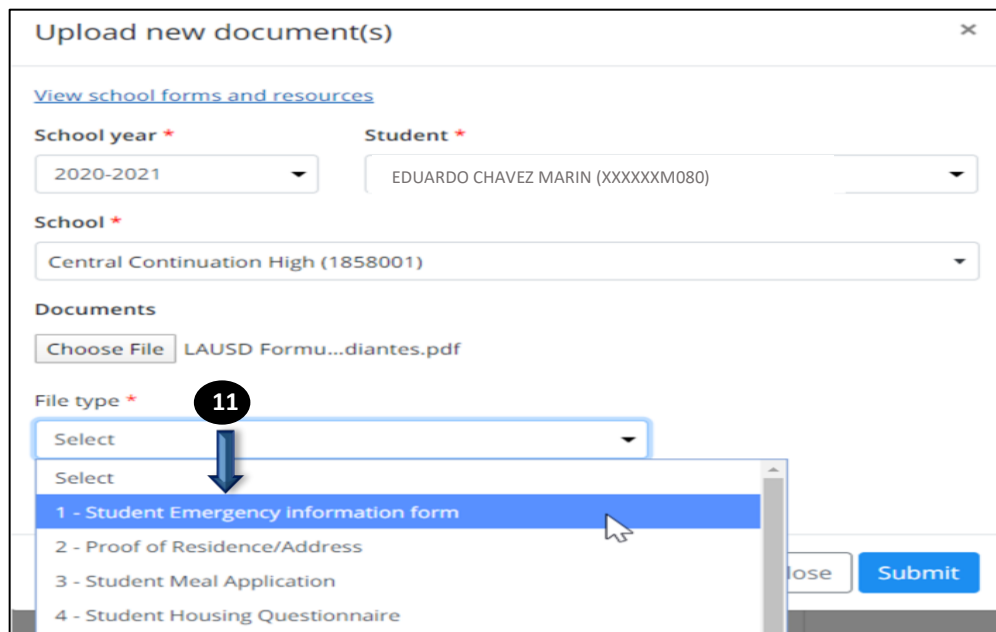


Step 9 Locate and click the **document to be uploaded**.

Step 10 Click the **Open** button of the File Upload Window



Step 11 Select **File Type** from the drop down menu.



Step 12 Click Upload Document

Upload new document(s)

[View school forms and resources](#)

School year *

2020-2021

Student *

EDUARDO CHAVEZ MARIN (XXXXXXM080)

School *

Central Continuation High (1858001)

Documents

Choose File

Student Emer...English.pdf

File type *

1 - Student Emergency information form

 Upload document

12

Close

Submit

Step 13 Click Submit

NOTE: If you made a mistake and uploaded the wrong document, this is where you will be able to delete it. Once the document has been submitted, you will not be able to retrieve it.

Upload new document(s)

[View school forms and resources](#)

School year *

2020-2021

Student *

EDUARDO CHAVEZ MARIN (XXXXXXM080)

School *

Central Continuation High (1858001)

Documents

[1 - Student Emergency information form](#)

7/25/2020

delete

Choose File

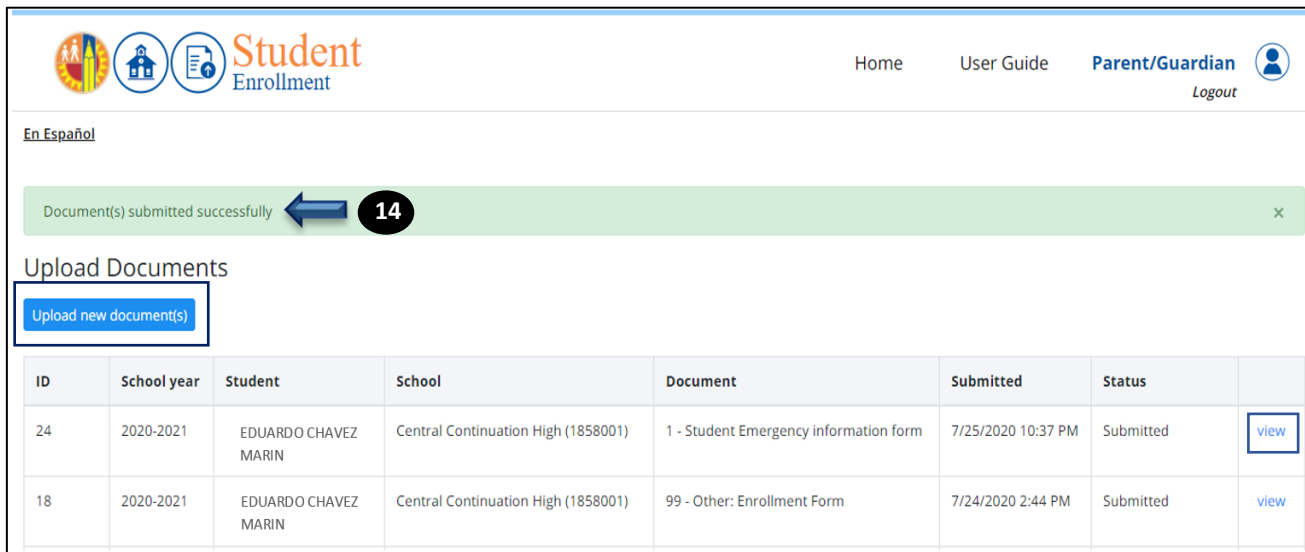
No file chosen

13



Submit

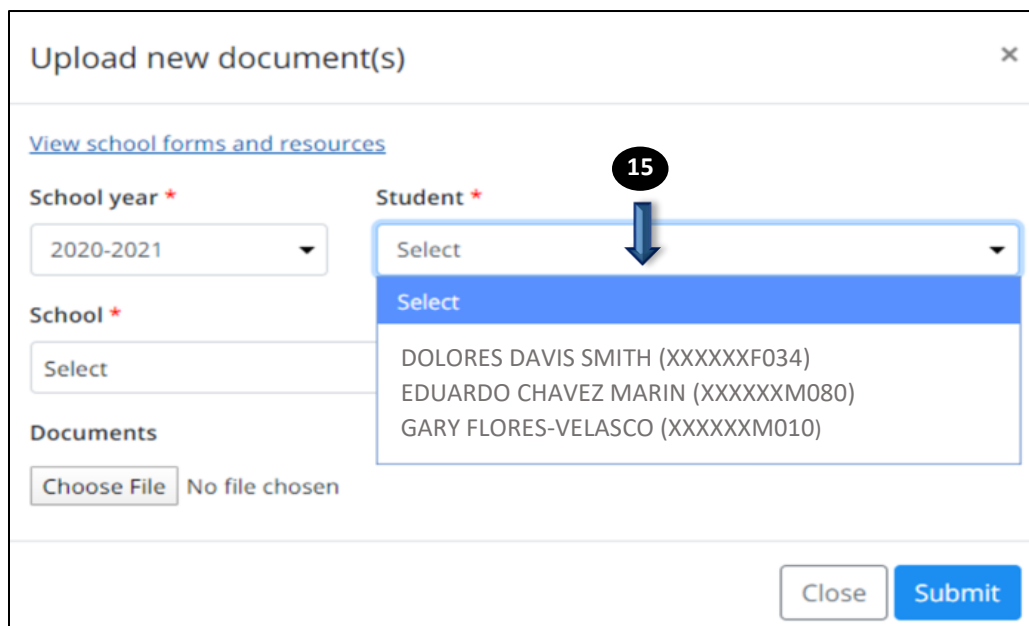
Step 14 Once your document has been uploaded correctly, you will get the message **Document(s) Submitted Successfully** and you are able to view the uploaded document. To keep uploading documents for your student or if you have additional students linked to your account. Click on **Upload new documents**.



The screenshot shows the 'Student Enrollment' Parent/Guardian interface. At the top, there are navigation links: Home, User Guide, Parent/Guardian, and a Logout button. A green notification bar at the top states 'Document(s) submitted successfully' with a blue arrow pointing to a circled '14'. Below this, the 'Upload Documents' section features a button labeled 'Upload new document(s)'. A table lists the uploaded documents:

ID	School year	Student	School	Document	Submitted	Status	
24	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	1 - Student Emergency information form	7/25/2020 10:37 PM	Submitted	view
18	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	99 - Other: Enrollment Form	7/24/2020 2:44 PM	Submitted	view

Step 15 Look for the student and repeat steps 7 through 14.



The screenshot shows the 'Upload new document(s)' form. It includes fields for 'School year' (set to 2020-2021), 'School' (set to Select), and 'Student' (set to Select). The 'Student' dropdown menu is open, showing a list of students: DOLORES DAVIS SMITH (XXXXXXF034), EDUARDO CHAVEZ MARIN (XXXXXXM080), and GARY FLORES-VELASCO (XXXXXXM010). A blue arrow points to the 'Student' dropdown, and a circled '15' is next to it. At the bottom, there are 'Close' and 'Submit' buttons.