



Smithtown Central School District

Department of Information and Technology Services

Help Document: Parent Portal - Quick Start Guide (Elementary)

This document is available to assist parents/guardians in using the Parent Portal at the Elementary Schools. It will cover navigation and features.

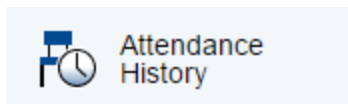
Logging on to the Parent Portal

1. Navigate to <https://portal.smithtown.k12.ny.us>
2. Enter the username and password you created when initially creating your parent account.
 - a. If you have not yet created an account, [please refer to this document](#).
3. If you have forgotten your username or password, please click the link under the login box to request an email be sent to you. **All information is case sensitive.**
4. If you have questions about logging in, please contact the Main Office in your Elementary School.

Navigating the Parent Portal

Upon logging in to the Parent Portal, you will see all students associated to your parent account in the blue bar. You will see a navigation menu on the left hand side of the screen. This navigation menu is different than what is available for Middle Schools and High Schools. To the right will be notes regarding any updates to the Parent Portal. Your child's student number is located in parentheses next to your child's name.

Attendance History



This button will display in detail which date(s) your child had any sort of attendance marked for them. There will be many classes displayed here, but you will want to focus on the class named (Kindergarten, 1st Grade, 2nd grade, etc). You can disregard any attendance marked in the English, Math, Social Studies or Science classes for your child. This information does not reflect true absences from school. A legend of what all of the attendance codes mean are available at the bottom of the page.

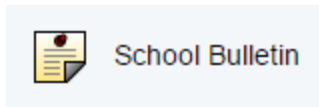
Email Notification



This button is used to set up automated emails to your email address on file. You can receive emails for a detailed attendance report or school announcements. The other choices available are not used by the Smithtown Central School District at the elementary schools. You can also set the frequency of how

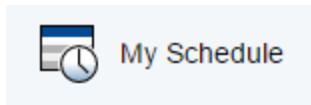
often you wish to receive these emails. ***Please note that automated emails are not sent during the months of July and August.**

School Bulletin



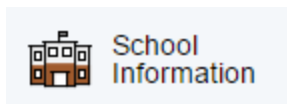
This button is used to display any announcements that the school may have. This is not typically used at the elementary schools as most information is sent home in a paper format.

My Schedule



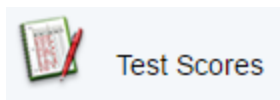
This button will display your child's classroom teacher for the current school year. This information is first available in late August every new school year after a parent/guardian completes/updates their child's Emergency Information.

School Information



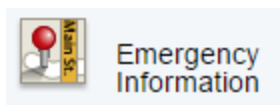
This button displays the name and phone number of the school.

Test Scores



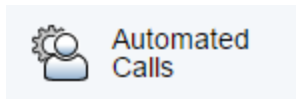
This button will display all state test score information when it becomes available. At the elementary school level, there will only information on this page beginning the summer after your child was in 3rd Grade. State tests are given for Grades 3-5 and scores are usually available in early September of the following school year. You will see the name of the assessment, the scale score (SS) and the performance level (PL). All assessment information will remain on this page throughout your child's tenure in the Smithtown Central School District.

Emergency Information



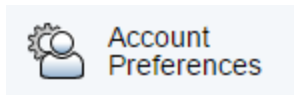
This button is used for the parent/guardian to update any medical or Emergency Contact information for the child. The information on this page should be updated as soon as you can so the appropriate office(s) in the school have the information.

Automated Calls



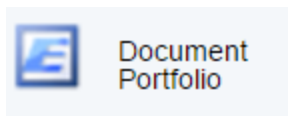
This button is used for parents/guardians to update their automated calling contact information. You may enter up to four phone numbers that will be used for all communication, as well as an additional eight phone numbers that will be used in emergency situations. Any phone number that you wish to receive text message notifications must have the “Send Text to Phone ##” checkbox checked next to it.

Account Preferences



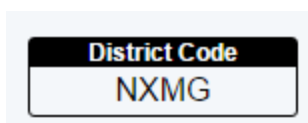
This button is used to update account information such as First/Last name, email, username or password. This is also the location where you will add new students to your existing parent account. That is done by clicking the **Students** tab and following the on screen directions.

Document Portfolio



This button is used to provide PDF documents to the parent/guardian pertaining to your child. Items such as NYS Assessment reports, NWEA reports, report cards, or district communications may be found here.

District Code



This code is used when setting up the PowerSchool Mobile App. The PowerSchool Mobile App is available for iOS and Android. The PowerSchool Mobile App displays attendance, standards grades, and school announcements for Elementary Schools.

iOS Download: <https://itunes.apple.com/app/id973741088>

Android Download: <https://play.google.com/store/apps/details?id=com.powerschool.portal>