

# Calcasieu Parish Schools

## Student Progress Center Directions

Parent/Guardians of children attending Calcasieu Parish Schools will be able to track their children's progress by connecting to the Student Progress Center. This website will allow a parent/guardian to check a child's attendance, grades, assignments, discipline, transcript, and state test scores in "real time". As soon as data is entered on a student at school, it is available on the Student Progress Center.

For security purposes, in order to create an account, a parent must supply information that matches the information contained in the school's computer system. A student information form containing this information will be provided. If there is no match, an account cannot be made. A parent would then contact the office to verify information. Usually it is a simple matter of making a name match (Ex... Parent's first name is "Charles", but the computer system has "Charlie").

Directions on how to navigate to the site, create an account, and use the site are provided on the following pages:

### Navigating to the Student Progress Center

Open your Internet browsing software, and then go to [spc.cpsb.org/jpweb/](http://spc.cpsb.org/jpweb/)

The Student Progress Center login screen will be displayed. If a first time user, click "**Register a New User**" as shown by the red arrow below. If your account has already been created, type your "**Username**" and "**Password**", and then click "**Sign In**".

**Student Progress Center**

*Habitual Absences* *Student Help* *DOE TOPS Website*

**WELCOME TO THE STUDENT PROGRESS CENTER.**

Please login with your username and password  
OR register if a First Time User.

**Parent** Student Staff Admin

**Parent**

Username

Password

► Register a New User

► Forgot Password

## Creating a New Account

Enter the requested information as shown below.

- “**First Name**” and “**Last Name**” should be the parent’s or guardian’s first and last name.
- “**PSN**” stands for **Parent Security Number**. It is a five digit number used by the system to verify a parent. You will see the number under your name on the Student Information Form.
- When done, click “**Submit**”.

## New User Registration

*Fields shown in RED are required.*

**NOTE: All information below is asking for PARENT/GUARDIAN information, please enter all information about the PARENT/GUARDIAN registering the account. The PSN number will be provided by the student's school.**

The form is titled "New User Registration" and contains two main sections: "Relationship Information" and "Parent Information".

**Relationship Information:** This section contains a dropdown menu with the text "Please Select" in red. A blue arrow points to the dropdown with the text "Pick your relationship to the student." The dropdown menu is open, showing the following options: "Please Select" (blue), "Mother" (red), "Father" (red), and "Guardian" (red).

**Parent Information:** This section contains three text input fields, all with red backgrounds. The labels are "First Name", "Last Name", and "PSN".

- A blue arrow points to the "First Name" field with the text "Enter your first name."
- A blue arrow points to the "Last Name" field with the text "Enter your last name."
- A blue arrow points to the "PSN" field with the text "Enter the 5 digit Parent Security Number (**PSN**) as shown on the student information form."

At the bottom of the form, there are two buttons: "Submit" and "Reset". A blue arrow points to the "Submit" button with the text "Click '**Submit**'."

If the information provided to make a new account did match to your child, you will be allowed to create a login and password. Fill in the required information, as shown on the screen below. Click “**Submit**” when done.

# New User Registration

Please select a username and password to use to access your student's information.

*NOTE: Special characters (- ; / \ \* # ') and any spaces will be removed from usernames and passwords.*

Login (6-20 characters)	<input type="text" value="bluengold1"/>	<div>TIP: Write down your login and password and keep in a safe place. The school does not have access to your password!</div>
Password (6-20 characters)	<input type="password" value="••••••"/>	
Re-type Password	<input type="password" value="••••••"/>	
Select secret question #1	<input type="text" value="What is your mother's maiden name?"/>	<div>These answers will help if your password is forgotten.</div>
Answer to question #1	<input type="text" value="Ortego"/>	
Select secret question #2	<input type="text" value="What is your favorite color?"/>	
Answer to question #2	<input type="text" value="blue"/>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

Once you have successfully entered the information, a message will indicate your account was created successfully. Be sure you write down the account information entered, since it is completely private and cannot be retrieved, even by school personnel. Click **"Login"** to access your new account!

## New User Registration


**Account created successfully!**  
Please click the login button to return to the main screen.

If you receive a message as shown below, click **"OK"**. Verify your information, and then try again. If this does not work, please contact the school to verify your information against what is contained in the computer system.

The usual problems are related to...

- Names provided don't match names in the system. Example: "Christina" was entered as a parent first name, but the computer system has "Christine". Check the name on the student information form. Is it the same as the one used to create the account?
- The **"PSN"** field does not match the number in the computer system. Check against the PSN number on the student information form, or with the Secretary to verify.
- The relationship used to create the account doesn't match the relationship in the computer system.

Message from webpage

 New user account cannot be created.

1. Verify you entered PARENT information not student information
2. Verify you entered the correct PSN.
3. No student records matched parent information.
4. Student's records may have been blocked from online viewing.

If you continue to have problems please contact the school secretary for assistance.

## I Forgot My Password. What Do I Do?

Click the “**Forgot Password**” link, and then provide the answers to the secret questions from when the account was created. Click “**Submit**”. You will then be allowed to create a new password.



**LOGIN INFORMATION**

Username

Password

▶ Register a New User

▶ Forgot Password

Select secret question #1

Answer to question #1

Select secret question #2

Answer to question #2

What is your mother's maiden name?

Ortego

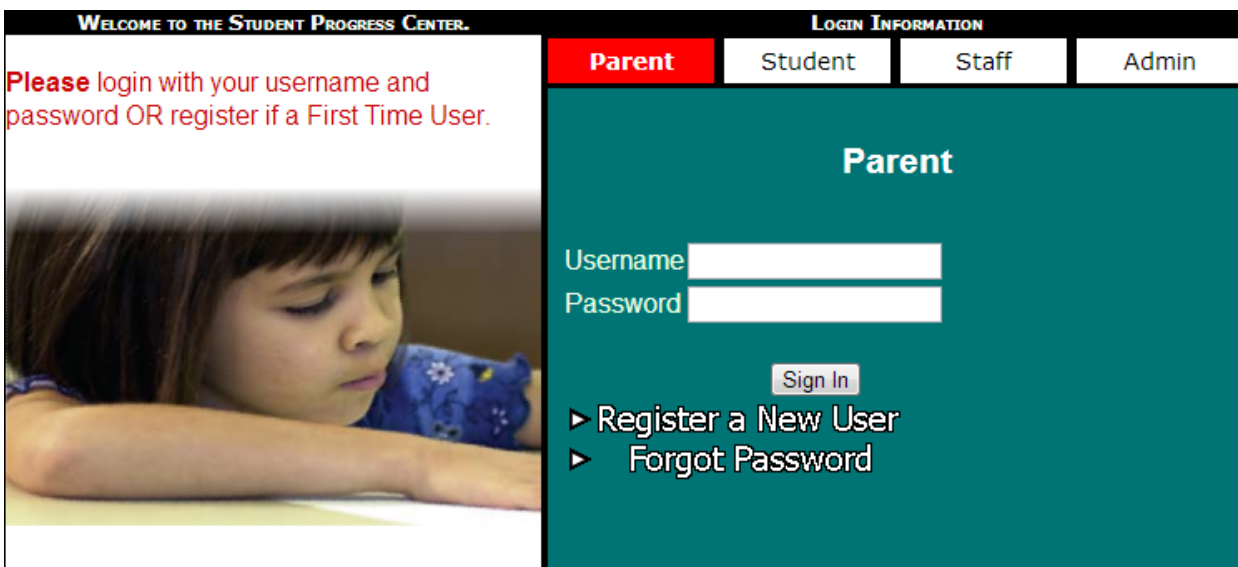
What is your favorite color?

blue

These answers  
will help if your  
password is  
forgotten.

## Using the Student Progress Center

At the login page, enter your “**Username**” (login) and “**Password**”. Click “**Sign In**”.



**WELCOME TO THE STUDENT PROGRESS CENTER.**

Please login with your username and password OR register if a First Time User.

**Parent** Student Staff Admin

**Parent**

Username

Password

▶ Register a New User

▶ Forgot Password

You will see your child's name and student number.

Messages from school are displayed on the left.

To add other siblings to this account, click the “**Link Students**” button.

No messages available.

Messages from school will appear here

Family Members	Student ID#
JOUBERT, CAMILLE	8089996

Click here to add other siblings to this account.

Emergency MessagesOther MessagesLink Students

Click the student's name and you will see a page with tabs as shown on the next page.

[Home](#) [Attendance](#) [Conduct](#) [Discipline](#) [Grades](#) [Lessons](#) [Progress](#) [Transcript](#) [Curriculum](#) [Other](#) [Fees](#) [Tests](#)

**Welcome to the Parent's Command Center.**  
**From here you can view student information for:**

- Name: CAMILLE JOUBERT
- Student ID#: 8089996
  - School #: 008
- School Year : 0910

**Click on a tab above to see the desired information.**

To select a new student click [here](#).



To move from this student and go to a sibling, click here.

[Exit Web](#) [Logout](#) [Terms](#) [Help](#)

By clicking each tab, you will see more information. This information is current and “real time”. As soon as it is entered into the system by a school staff member, it is available on the Student Progress Center.

**Attendance** will show all absences, tardies, check-outs, etc. that have occurred so far this school year.

**Conduct** will show conduct comments posted by teachers.

## Grades Related Information in the Student Progress Center

There are four tabs that show information about a student's grades. Each is discussed below.

### Grades

will show the current averages for the student in each class, along with semester and final averages. Think of this as a place to display information found on a report card.

### Lessons

will show assignment scores for each subject for the current grading period. Think of this as a place to display information found on a progress report. A user can change the time frame of the information displayed by choosing different time span in the "**Date Range**" drop down selection, then clicking "**Submit Request**".

Select LessonPlan Subset:  Show:  Date Range:

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[Exit Web](#) [Logout](#) [Terms](#)

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2009 07 15 15:10

All

Next Month

Next Week

Current Marking Period

Current Month

Current Week

Last Week

Last Month

Prior Marking Periods

First Prior Marking Period

### Progress

will show all assignment scores for each subject for the entire year. Think of this as a place to check on assignment scores from previous grading periods.

### Transcript

will show a current transcript for a high school grade level student. If the student is in the elementary grades, grades for the current year will be displayed here.

## Other Tabs of Interest

### Other

will show information about the school, grading periods, as well as school holidays.

### Fees

will show fees owed to the school as recorded by the School Secretary. Official written notification from school is considered the correct amount owed to the school.

### Tests

will show test scores from Louisiana Department of Education tests such as iLEAP, GEE, etc...