



# PGCPS' New Student Information System – Schoolmax!

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The Family Portal allows designated family members to view contact information, attendance, grades and discipline for their children!



# How to Register

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- Go to <https://family.sis.pgcps.org> or click the Family Portal link on the PGCPS.org home page
- Click I need to register
- Enter the Parent Access Key you received from your school and/or parent liaison.
- Click Submit.
- Enter a username if one has not already been created for you.
- Enter a password.
- Confirm the password.
- Choose three questions from the Password Hint drop-down menu.
- Create account.

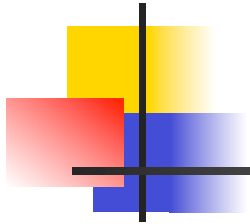


# Accessing the Family Portal

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- Go to <https://family.sis.pgcps.org> or click the Family Portal link on the PGCPS.org. home page.
- Enter the Username and password.
- Click Log In.
- If you have more than one child in the school system you should see the option to select which student you want to view. If you have only one child in the system, go directly to the General Information page.

# Is Information Correct?



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- Check and verify that information is correct.
  - If you see incorrect information, contact the school.



# Attendance

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- Click attendance
- At the top of the page you can see if the child was absent or tardy today. Prince George's County Public Schools does not take Hourly Attendance so that section is always blank



# Schedules

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- Click Schedule
- You can view period, start time, end time, course, room, educator
- To see all classes, select All



# Grades

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- Click Gradebook
- View course, term, period, instructor
- Click grades to view the current grade percentage total for the course
- Click assignments to view the detailed list of assignments and scores



# Progress Reports

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- Click Progress Report
- You can view progress report grades as they are published throughout the year.
- To view a previous school year, select the year from the **Change Academic Year**
- And click **Go**



# Discipline

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- Click **Discipline**
- You can view incident date, incident time, event, response, response from date, response to date



# Profile

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- Click **My Profile**
- Contact information includes mailing address, a phone number, email address
- Verify that contact information is correct
- An administrator must approve requests for changing phone numbers/addresses
- Communication medium preferences are not functional, so any selection you make to this field will have no effect



## NEED MORE HELP?

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- For further assistance with Schoolmax's Family Portal, please contact your friendly neighborhood school-based parent liaison!