Home School Parent Portal Guide
For Existing Home Schooling Families Only
Home School Parent Portal (HSPP) Guide
For Existing Parents and Guardians

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Audience

This guide was written for parents and guardians that are currently home schooling one or more children in Prince George’s County.

NOTE: If you have never completed a Home Schooling Notification form with the Prince George’s County Public Schools Home Schooling Office, please do not follow this guide. You will need to follow the “Home School Parent Portal Guide for New Users”.

Getting Started

As an existing home school applicant, your home school information already exists in the Home School Parent Portal (HSPP). The HSPP is a web-based tool that will enable you to:

- Review your existing information
- Complete a notification form for additional home schooling children
- Update parent and student information (including home school status)
- Print the Home Schooling Notification Form

Set Up Your Security Questions and New Password

STEP 1: Open the HSPP
2. Click the [Home School Parent Portal] link to open

STEP 2: Create Security Questions and Password
1. Click the green Home School Parent Portal → Existing User button.
2. Enter the email address you provided when you completed your notification form.
3. Click the “Reset Security Questions / Password” button at the bottom of the login screen.
4. Click the red [Email LookUp] button.
5. Select your preferred security questions from the drop-down list. Type your answers to each question.
6. Type your new Password. Reenter your password again to ensure consistency.
7. Click the [Reset Password] button.

STEP 3: Log in the HSPP with your New Password

1. Enter your email address.
2. Enter the password you setup previously.
3. Click the [Log In] button to open the Home School Parent Portal.

NOTE: Pressing the [ENTER] key on your keyboard will not log you in the HSPP. You must click the [Log In] button.
You will see your home school details as well as your child(ren) listed in the “Home School Students” section.

Logging into the HSPP in the Future

Now that you have created your security answers and password in the new HSPP, from this point forward, you will click the “Existing User” button to log in.

Reset Your Password

If you forget your password, you can reset it yourself as long as you remember the email address you used to set up your HSPP account and the answers to the security questions you set up initially. If you do not remember your registered email or the answers to your security questions, you will need to contact the Home School Office for password reset assistance.

- Follow the “Set up Your Security Questions and New Password” section in the beginning of this document to reset your password.
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Security Questions

Update Parent/Guardian Information
When you are logged in the HSPP, you can make changes to your parent details at any time.

1. Click [Edit Parent Details] button.
2. Update your information as needed.
3. Click the [Save] button.

Add a New Child in the HSPP
When you are logged in the HSPP, you can add additional children you are home schooling; however, you must enter and save them one at a time.

1. Click [Add Student] button.
2. Complete all the required fields with a red asterisk (*). All other fields are optional.
1. Click [Save] button.
2. You will see a new entry for your child displayed in the “Home School Students” section at the bottom of the screen.

3. Repeat the steps above to add a different child in the home school program.

Print Home Schooling Notification Form

You are required to submit a Home Schooling Notification Form for each child to the Home Schooling Office. Follow the steps below to print the form to keep with your home schooling records:

1. Scroll down to the “Home School Students” section.
2. Click the “Print Student Info” link under the “Print” column for the child you want to print.

3. If you added a new home schooling student, print and sign the form.
4. Return the form via email to pgcps.homeschool@pgcps.org
5. If you did not add a new home schooling student, print the form and retain the form with your home schooling records.

Update Your Child’s Home School Information
You can update your child’s Home School information at any time after you log into the HSPP. There are two student sections that you can update: “Student Information” and “Update Instructional Program”.

1. Scroll down to the “Home School Students” section towards the bottom of the page.
2. Click the “Update Student Info” pencil icon next to your child’s name.
Update Your Student’s Details

You can update your child’s personal information (i.e., misspelled name, wrong date of birth, wrong gender selected, etc.) as follows:

1. Click the [Update Student Information] button.
2. Make changes as needed.
3. Click [Save] button. You will be returned to the previous screen.

Update Your Student’s Instructional Program

You can update your child’s enrollment status as follows:

1. Click the “Update (Instructional Program)” button.
2. Make changes as needed.
3. Click [Save] button. You will be returned to the previous screen.
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Explanation of Student Change Status Options (Drop-Down List)

<table>
<thead>
<tr>
<th>Student Change of Status Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change Contact Information</td>
<td>Enter new address information for the student if it has been updated. The required fields with a red (*) must have a value.</td>
</tr>
<tr>
<td></td>
<td>● Address Line 1 – Enter new street address.</td>
</tr>
<tr>
<td></td>
<td>● City – Enter new city in PG County.</td>
</tr>
<tr>
<td></td>
<td>● Zip Code – Enter new zip code in PG County.</td>
</tr>
<tr>
<td></td>
<td>● New Email Address – Enter new email or enter the same HSPP email if it has not changed.</td>
</tr>
<tr>
<td></td>
<td>● Reenter Email Address - Retype the email you typed in the previous step to ensure consistency.</td>
</tr>
<tr>
<td></td>
<td>● Contact Number – Enter your new phone number or enter the same number if it has not changed. You must enter 10-digits without symbols.</td>
</tr>
<tr>
<td>Change Program Supervision</td>
<td>Click the “Home School Supervision Option” drop-down arrow:</td>
</tr>
<tr>
<td></td>
<td>● Select “Non-Public Entity/Umbrella” if your child is registered with a MSDE approved Non-public Entity Registered to Supervise Home Instruction. <strong>NOTE:</strong> When choosing this option, you must select from the list of approved Non-public Entity Registered to Supervise Home Instruction</td>
</tr>
<tr>
<td></td>
<td>● Select “Reviews by Prince George’s County Public Schools” if you plan to have your reviews conducted by PGCPS.</td>
</tr>
<tr>
<td>Enrollment in School</td>
<td>If your child has enrolled in school, you have the option of selecting “PGCPS” or “PRIVATE”.</td>
</tr>
<tr>
<td></td>
<td>● If you select “PGCPS” – Select the enrolled school from a predefined list of PGCPS schools.</td>
</tr>
<tr>
<td></td>
<td>● If you select “PRIVATE” – type the name of the private school in the text box.</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Relocation</th>
<th>Type the student’s new city and new school in the text boxes provided.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student completed home schooling program</td>
<td>When your child has reached age 18 or graduated, you can select “Graduated” or “Student reached age 18”.</td>
</tr>
<tr>
<td></td>
<td>● After your selection is made, you will see in RED letters the word, “COMPLETED”.</td>
</tr>
</tbody>
</table>