

Mascoutah Community Unit School District #19 Parent Access to Student Information (PAtSI)

Beginning Nov. 5, 2007, parents and guardians will have online access via the Internet to check their child's schedule, grades, missing assignments, attendance, discipline and demographic information through the **Parent Access to Student Information** website.

To access the system, go to <http://www.mascoutah19.k12.il.us> and click on the “Schools” link (in menu on the left) and then **click on the school** your child attends. Select the “Parent Access to Student Information” link on the school home page.

The following sign on screen is displayed.

Enter the **student ID# as the “User ID”**

Enter the **4-digit PIN number as the “Password”**

NOTE: If the password information is misplaced, a picture ID will be required to obtain this information from the school office. PIN numbers will not be given out over the phone or in email communication.

The sign-in form has a blue header with the text "Sign In". Below the header are two input fields: "User ID" and "Password". Under the "User ID" field is a checkbox labeled "Save User ID?". To the right of the "Password" field is a blue button labeled "OK".

Once logged in, the screen below will be displayed.

Choose “**Schedule**” from the list on the top left to display the student’s schedule.

Then select a **class** from the **Schedule** section for more detailed information.

The screenshot shows the PAtSI interface for Mascoutah Community High School. On the left is a navigation menu with "Schedule" highlighted. The main content area is titled "Schedule" and shows a "Grading Period" dropdown menu set to "Q1". Below this is a table of the student's current schedule:

Period	Course	Description	Teacher	Room	CalCode	DOW
1	90159.01	CP British Lit	Mr Goode	204		MTWHF
2	91824.01	Recreation	Mr Oltmann	51		MTWHF
3	90546.01	Physics	Mr Piner	128		MTWHF
4	90407.01	Trigonometry	Ms Sirtak	217		MTWHF
5	94561.5	Lunch S1	Mr Neumann	110		MTWHF
6	90311.01	Am Political Behav	Mr Zerjal	115		MTWHF
7	91920.05	1st Sem Study	Mr Ridgley	140		MTWHF

Below the schedule table is a "Gradebook Status" section with a table showing average grades and missing assignments for each class. At the bottom of the schedule window are tabs for "Homework", "Lesson Plan", "Grade Book", "Categories", and "Attendance". To the right of the main content area, there is a vertical label: "Example illustrates Quarter 1 view".

Schedule

Displays the student's current schedule. Click on a specific class to see more details about that class. Previous and future schedules can be viewed by using the “Grading Period” drop down list.

Tabbed sections at the bottom of the schedule window include more details about the class selected in the schedule. Not all tabs are activated at this time.

Schedule (cont.)

- “**Grade Book**” tab will display the individual assignments and graded assignments for the selected course. Assignments without a grade are considered “missing” assignments. Missing assignments can include assignments that the student has not turned in, assignments that have been turned in but a grade has not yet been entered in the gradebook, or future assignments that the teacher has entered in the gradebook.
- “**Categories**” tab show the grading categories used by the teacher. (varies by teacher)
- “**Attendance**” tab show attendance information for only the selected class.
- “Homework” tab and “Lesson Plans” tab may be activated at a later date.

Users may Email the teacher by clicking on the teachers name in the schedule area.

School Calendar

Links to the school district calendar. Users can select an individual school in the “School to View” drop down list in the yellow box.

Demographics

Displays basic student demographic information, contact names and numbers. Parents are encouraged to verify the accuracy of the information. Submit changes to the school office.

Discipline

Displays student discipline incidents. A discipline history check box is available to see historical discipline information at that school.

Attendance

Attendance is divided into three sections: Daily Absences, Period Absences, and Check In/Out. Daily Absences section reflects half day and full day absences as well as tardies. Period Absences section shows absences in individual periods of the day (not applicable for elementary schools). Check In/Out section lists the student sign in/out that occur in the main office.

Grades

Select the grading period from the “Grading Period” drop down to see the report card grades for that term. These grades are updated throughout the quarter/semester and locked in after report cards are mailed to parents. Past quarter grades can be viewed by using the “Grading Period” drop down list.

Gradebook Status Section (left)

This section shows the current grading period gradebook as of that point in time. This is a listing of the classes, averages and the number of missing assignments. To get more detailed information on a class, select the class in the “Schedule” area and view the “Grade Book” tab. Previous and future schedules can be viewed by using the “Grading Period” drop down list.

Statistics (cumulative) Section (left)

Displays GPA (where applicable), absences/tardies, counselor and homeroom information.

General Notes

- The **first sign in** may take **2+ minutes to set up** the connection.
- Broadband or DSL Internet connections are recommended. Dial-up connections may be slower.
- PAtSI will **automatically sign-out after 5 minutes of inactivity**. Inactivity is defined as: 5 minutes without clicking on a different section. Users can click on the school link to return to the login screen.
- Remember to **Sign-out** using the link at the top right of the web page to exit the program.
- It is important to **close the browser window** before attempting to sign in to check a different student or to sign in to a different school.