



CENTRAL UNIFIED SCHOOL DISTRICT
4605 North Polk Avenue · Fresno, CA 93722
Phone: (559) 274-4700 · Fax: (559) 271-8200

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To the Parents/Guardian of:

Test Student
123 Go A Way
Fresno, CA 93722

As part of Central Unified's continuing effort to provide information regarding student progress and status, you are now able to view you student's information, over the internet, using the Parent Portal. Through this secure web page, **you will have access to current assignments and grades**, demographic data, unofficial transcripts, attendance records, class schedule, fees and emergency contact information.

The following 5 items are required prior to creating a Parent Portal account:

Internet Access – Parent Portal is only available via the internet

Email Account – Required to verify account access and log into Parent Portal

Student Permanent ID number – a unique number assigned to each student, provided in this letter

Primary Phone Number– As listed in your students contact information. Visit your school to set up an account if you do not have a telephone.

Verification Code – a random code containing numbers and **uppercase** letters, provided in this letter

Permanent ID:	12345678
Verification Code:	XXXYYYZZZ0
Phone Number:	(559) 559-5559

1. Logging on

Access to the Parent Portal sign-in screen from the 'Quick Links' menu on the Central Unified School District home page (<http://www.centralunified.org/home.aspx>). Create a New Account with your email address and a password you create. You will receive a confirmation email from DONOTREPLY@centralusd.k12.ca.us. *Look in your SPAM folder if this email is not in your regular in box. **You will be required to change your password after you log on to the Parent Portal for the first time.***

2. Accessing Student Information

Once logged in you will be given access to a number of tabbed choices including Student Info, Attendance & Semester Grades. A link to Change Password and Logout is located toward the top left of the screen. You will be able to view or print any of the information.

Important: Transcripts printed from the Parent Portal are **unofficial** and will not be accepted by other schools or colleges. For additional information and interpretation of transcripts please contact your student's counselor.

3. Logging out

The Parent Portal will automatically log you out after 20 minutes of inactivity. It is imperative that you log out and close the internet browser on a public computer (any non-home computer). Failing to close the internet browser may make your student's personal record available to users who use the computer after you. They may be able to view and/or print out information contained in your student's personal record.

Please review the Creating New Accounts document located on your school sites web page. If you have difficulty accessing your account please contact the El Capitan Parent Portal liaison at (559) 276-5270.

Sincerely,
Principals Name
Principal, School Name

District Administration

*Laurel Ashlock, Ed.D., Asst. Supt., Chief Academic Officer · James H. Bauler, Asst. Supt., Chief Business Officer
Chris Williams, Assistant Superintendent, Human Resources · Valerie Johnson, Administrator, Special Education and Support Services
Caran Resciniti, Administrator, Curriculum and Instruction · Kevin Wagner, Administrator, Human Resources and Child Welfare and Attendance*