



CHRIST THE KING
SIXTH FORMS

Parent portal



CHRIST THE KING SIXTH FORMS

Parent ProPortal

Parent ProPortal is the system which Christ the King Sixth Forms use to provide important information about a learner's programme throughout the year, you can access the following information;

- Personal details
- Contact details
- Detailed attendance
- Lesson timetables
- Progress Monitoring reports
- Exam timetables
- Tutor meetings
- Target grades
- Submit authorised absence request



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Account Creation

To create an account, you will need to submit an account request. You can do this by clicking the 'Submit An Account Request' and completing the account request form.



This system is for **Christ the King Sixth Forms**. This form should only be used by parents/carers NOT students. Please enter your details. The email address you provide will be used as your username and if you need to be contacted about your account. You must 'Request an Account' each year the student is at the College.

Forename:

Surname:

Email:

Confirm Email:

Password must be 8 character(s) or more in length and must contain at least upper and lower case letters and numbers.

Password:

Confirm Password:

Enter the details of the student you would like an account to access.

Student Ref (e.g. 210001):

Student Forename:

Student Surname:

Date of Birth (dd/mm/yyyy):

What is your relationship to the student?

Please provide your mobile number:

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Once you have completed and submitted the form you will then receive an email to verify the email address you entered when submitting the form. Once your email address has verified your account creation request can then be processed. Once the request has been approved you will be receive an email to notify you that the account has successfully been created.



Accessing Information

- Once logged in to Parent ProPortal you will see the welcome page (below).

proportal 18/19 Parent Guardian | Change User | About

Welcome Parent Guardian
Please Select a student

CTK Student (180000)

- Student Attendance – If you click ‘Attendance’ (circled above) you be able to see a rundown of your son/daughter’s attendance for the given time frame selected.

proportal 18/19 Parent Guardian | Change User | About

Student Attendance

Select an Attendance Date: In the last 1 week

Student Name	Student Ref	Offering Name	Register Date	Time	Register Status Description
Raheem Abdallah	180035	LRC Session	18/10/2018	08:50 - 10:20	Did not attend
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	18/10/2018	10:40 - 12:10	Did not attend
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	18/10/2018	12:10 - 13:40	Did not attend
Raheem Abdallah	180035	GCSE Mathematics	18/10/2018	14:30 - 16:00	Did not attend
Raheem Abdallah	180035	GCSE English Language	19/10/2018	08:50 - 10:20	Attended (L)
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	19/10/2018	12:10 - 13:40	Attended (/)
Raheem Abdallah	180035	Tech Intermediate Diploma in Business	19/10/2018	14:30 - 16:00	Attended (/)

1 - 7 of 7 Register(s)

- From the student dashboard page, you can use the navigation bar (highlighted below) to view various information.

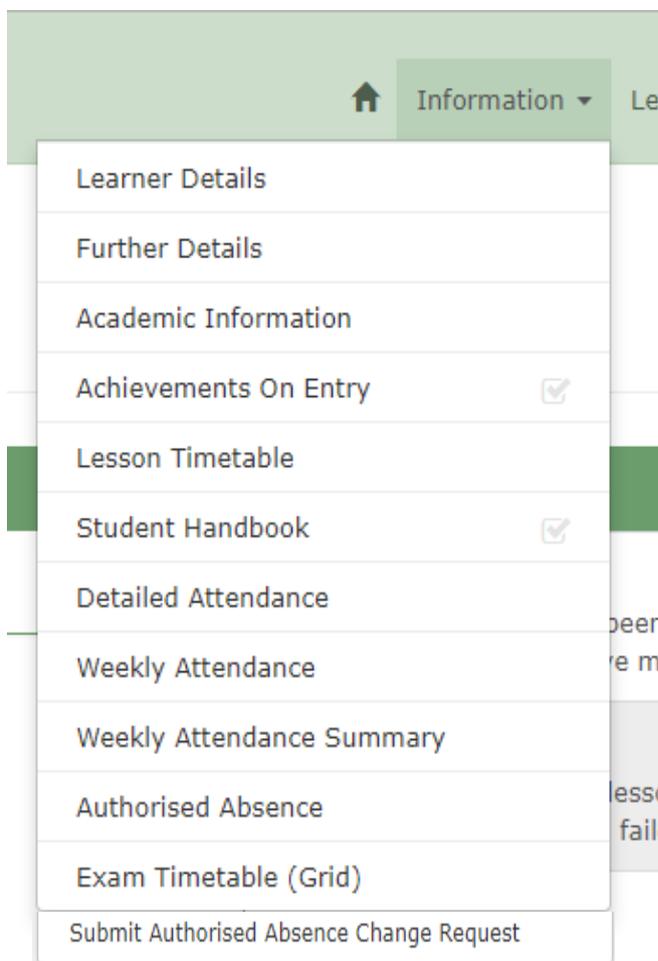
proportal 18/19 Parent Guardian | Change User | About

Information Learner ILP Meetings And Comments Miscellaneous

- The ‘Information’ dropdown consists of the following pages: Learner Details, Further Details, Academic Information, Lesson Timetable, Learner Handbook, Weekly Attendance Summary, Authorised Absence and Exam Timetable (Grid)



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Further Details – Contains basic contact information and other details such as Candidate Number and Head of Hall

Academic Information – Contains information by class on tasks and assessments assigned to the course

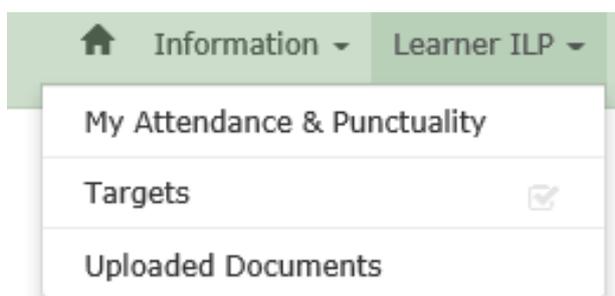
Lesson Timetable – Displays your son/daughter's timetable for that week

Weekly Attendance Summary – Contains a summary of your son/daughter's registers by week

Authorised Absence - Contains a list of all authorised absences

Exam Timetable – Contains the timetable for your son/daughter's exams

Submit Authorised Absence Change Request – If your son/daughter is unable to attend college submit an authorised absence change request



The Learner ILP dropdown consists of the following pages;

Attendance & Punctuality – Gives a breakdown of attendance by course

Uploaded Documents – Displays any documents that have been uploaded

The Meetings and Comments dropdown consists of the following pages;

My Meetings – Displays information about any meetings beheld by teachers

The Miscellaneous dropdown consists of the following pages;

Published Reports to P/G – This page contains any previous Performance Monitoring Reports



Submitting an Authorised Absence Change Request

If your son/daughter is unable to attend college, please use the 'Submit an Authorised Absence change request' page to notify us.

You will find the 'Submit an Authorised Absence change request' page under the 'Information' dropdown.

Date From:	<input type="text" value="dd/mm/yyyy"/>	Time From:	<input type="text" value="hh:mm"/>
Date To:	<input type="text" value="dd/mm/yyyy"/>	Time To:	<input type="text" value="hh:mm"/>
Mark Type:	<input type="text" value="--Select--"/>		
Reason:	<input type="text" value="--Select--"/>		
Authorised Absence Notes:	<input type="text"/>		
Email Address:	<input type="text" value="Parent@email.com"/>		

Enter the dates and times (24 hour format) your son/daughter will be unable to attend then select the 'Mark Type' and 'Reason' from the dropdown lists that reflect your son/daughter's absence. If the reason is not listed, please provide details in the authorised absence notes field. Finally please enter you email address. Once your request has been submitted, you will receive an automated confirmation email when it has been actioned on our system.