



CHRIST THE KING
SIXTH FORMS

Parent
propOrtal



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
- Detailed attendance
- Lesson timetables
- Progress Monitoring reports
- Exam timetables
- Tutor meetings
- Target grades



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.

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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:

Submit Request

[Back](#)

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 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).

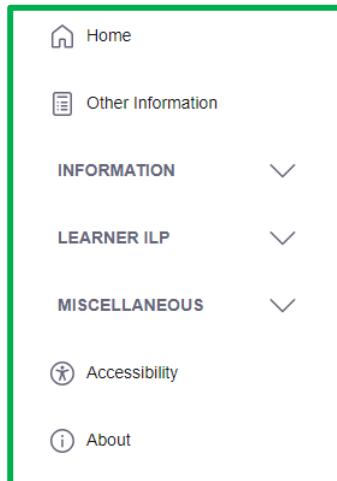
- Student Attendance** – If you click ‘Attendance’ (circled above) you be able to see a rundown of your son/daughter’s attendance for the given time frame selected.

Student Attendance

Select an Attendance Date:

Student Name	Student Ref	Offering Name	Register Date	Time	Register Status Description
Student	230001	LRC Session	06/02/2024	10:40 - 12:10	Did not attend
Student	230001	Professional Graduate Programme	06/02/2024	13:15 - 14:15	Attended (I)
Student	230001	Tech Advanced Diploma in Business	07/02/2024	08:50 - 10:20	Did not attend
Student	230001	Tech Advanced Diploma in Business	07/02/2024	10:40 - 12:10	Did not attend
Student	230001	Tech Advanced Diploma in Business	07/02/2024	14:30 - 16:00	Did not attend
Student	230001	Tech Advanced Diploma in Business	08/02/2024	08:50 - 10:20	Did not attend
Student	230001	LRC Session	08/02/2024	12:10 - 13:40	Did not attend
Student	230001	Tech Advanced Diploma in Business	09/02/2024	08:50 - 10:20	Attended (L)
Student	230001	Tech Advanced Diploma in Business	09/02/2024	10:40 - 12:10	Attended (I)
Student	230001	Tech Advanced Diploma in Business	09/02/2024	12:10 - 13:40	Attended (I)
Student	230001	Tech Advanced Diploma in Business	19/02/2024	10:40 - 12:10	Attended (I)
Student	230001	Tech Advanced Diploma in Business	19/02/2024	14:30 - 16:00	Register Pending

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





- The 'Information' dropdown consists of the following pages: Learner Details, Further Details, Academic Information, Lesson Timetable, Student Handbook, Weekly Attendance Summary and Exam Timetable

INFORMATION



- [Learner Details](#) Further Details – Contains basic contact information and other details such as Candidate Number and Head of Hall
- [Further Details](#) Academic Information – Contains information by class on tasks and assessments assigned to the course
- [Academic Information](#) Lesson Timetable – Displays your son/daughter's timetable for that week
- [Lesson Timetable](#) Weekly Attendance Summary – Contains a summary of your son/daughter's registers by week
- [Student Handbook](#) Authorised Absence - Contains a list of all authorised absences
- [Weekly Attendance Summary](#) Exam Timetable – Contains the timetable for your son/daughter's exams
- [Exam Timetable](#)

The Learner ILP dropdown consists of the following pages;

LEARNER ILP



[My Attendance & Punctuality](#)

Attendance & Punctuality – Gives a breakdown of attendance by course

Uploaded Documents – Displays any documents that have been uploaded

[Uploaded Documents](#)



The Meetings and Comments dropdown consists of the following pages;

**MEETINGS AND
COMMENTS**



[My Comments](#) – Displays any comments left by teachers

[My Comments](#)

[My Meetings](#) – Displays information about any meetings beheld by teachers

[My Meetings](#)

The Miscellaneous dropdown consists of the following pages;

MISCELLANEOUS



[Published Reports to P/G](#)

[Published Reports to P/G](#) – This page contains any previous Performance Monitoring Reports