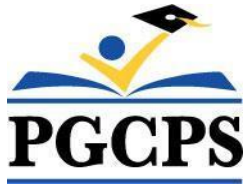


Prince George's County Public Schools

Home School Parent Portal Guide

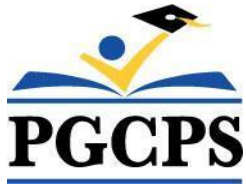
New Student Enrollments Only



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

Contents

Getting Started	2
Set up Your Home School Parent Account	2
Log in as an “Existing User” (Important)	4
Reset Your Password.....	5
Update Parent/Guardian Information	6
Add Your Child in the HSPP.....	6
Print Home Schooling Notification Form.....	8
Update Your Child’s Information.....	9
Update Your Student’s Details.....	10
Update Your Student’s Instructional Program.....	10
<i>Explanation of Student Change Status Options</i>	11



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

Audience

This guide was written for parents / guardians that need to enroll their child(ren) in the home school program at Prince George's County Public Schools (PGCPS) for the **first** time.

NOTE: If your child was enrolled in the home school program at PGCPS previously or is currently enrolled in the home school program, please do not follow this guide. You will need to follow the “**Home School Parent Portal Guide for Existing User**”.

Getting Started

As a first time home school applicant, you must first create a parent account in the new Home School Parent Portal (HSPP). The HSPP is a web-based tool that will enable you to:

- ✚ Create a new home school account as a parent or guardian (**first time home school applicants only**)
- ✚ Enroll one or more children in the home school program
- ✚ Update parent and student information
- ✚ Change a student's home school status
- ✚ Print the Home Schooling Notification of Enrollment Form

Set up Your Home School Parent Account

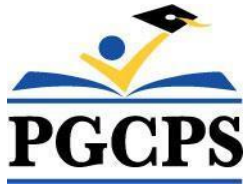
Remember, you will only need to do this step if you have never enrolled your child in the home school program at PGCPS. Follow the steps below to set up your parent account in the HSPP:

STEP 1: Open the HSPP

1. Go to <https://www.pgcps.org/home-schooling/cards/Enroll-in-Home-School>
2. Click the [**Home School Parent Portal**] link to open

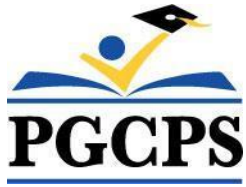
STEP 2: Create your home school account

1. Click the **RED** [**Home School Parent Portal → New User**] button on the left hand side.
2. Enter a valid email address and click [**Validate Email**] button. A confirmation email will be sent to the email you provided.



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

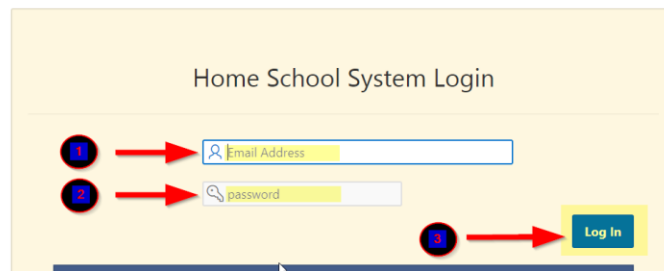
3. Click the link to confirm your email and set up your home school parent account. NOTE: You must complete all required fields that have a red asterisk(*). All other fields are optional.
4. Click the **[Create Access]** button. The following message will be displayed, “Your Account has been created.”



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

5. Click the [**Create Access**] button after you have entered all required information.
6. You will receive a message that says “**Your Account has been created.**”

Your Account has been created. Please use your Email and Password to login to the Home School System.



STEP 3: Log in to the HSPP with your new password.

7. Enter your home school email address and the password you created in the previous step.
8. Click the [**Log In**] button to open the Home School Parent Portal.

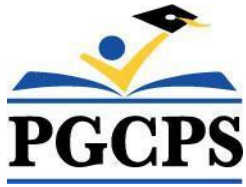
NOTE: Pressing the [**ENTER**] key on your keyboard will not log you in the HSPP. You must click the [**Log In**] button.

CONGRATULATIONS! YOU ARE NOW AN EXISTING HOME SCHOOL USER!!

Log in as an “Existing User” (Important)

Now that you have created your parent account and have logged into the HSPP successfully, you are no longer considered a “new user.” From this point forward, you will log in the HSPP by clicking the “Existing User” button on the log in screen:

Home School Parent Portal --> Existing User

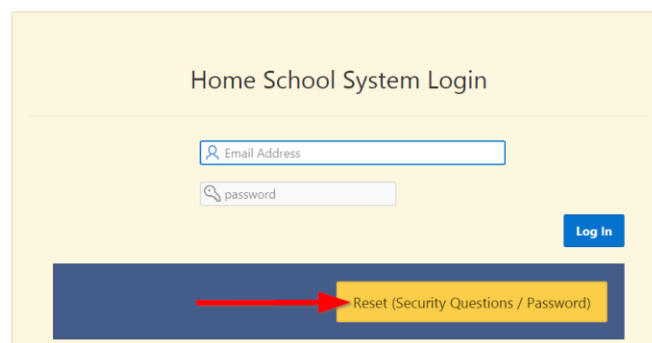


Home School Parent Portal (HSPP) Guide For New Parents / Guardians

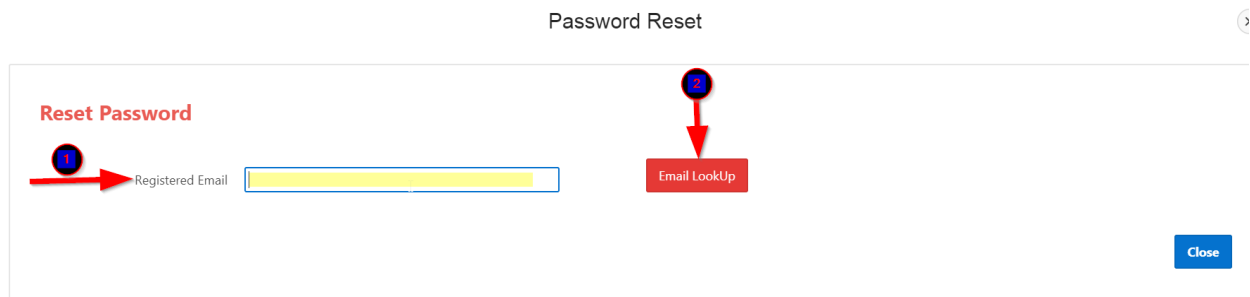
Reset Your Password

In the event that you forget your password, you can reset it yourself as long as you remember your home school email address 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.

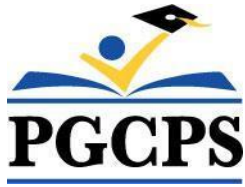
1. Click the **Reset (Security Questions/Password)** button.



2. When the Password Reset Page appears, enter your home school email address and click the **Email Lookup** button.



3. Enter the answers to the security questions you setup initially and enter a new password.
4. Click the **Reset Password** button.



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

Security Questions

Security Question 1 *What is your favorite football team?*
Answer

Security Question 2 *What is the name of your first pet?*
Answer

New Password Re Enter New Password

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.

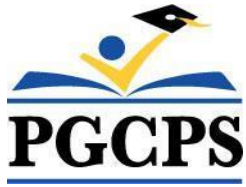
Home School Parent Portal Log Out

Parent / Guardian Details

* Enrolling Parent / Guardian First Name	Chante	* Enrolling Parent / Guardian Last Name	Holland	* Relationship 1	Mother
Parent/ Guardian First Name 2		Parent / Guardian Last Name 2		Relationship 2	
* Address Line 1	9852 Schoolhouse Lane	Address Line 2			
* City	Upper Marlboro				
* State	MD				
* Zip Code	20772				
* Email Address	chante.holland@pgcps.org	* Retype Email	chante.holland@pgcps.org		
* Contact Number 1	3019526256	Contact Number 2			

Add Your Child in the HSPP

When you are logged in the HSPP, you can add your child into the HSPP. If you are entering multiple children, you must enter and save them one at a time.



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

1. Click **[Add Student]** button.

Home School Parent Portal Log

Home Schooling Notification Form

Parent / Guardian Details

[Edit Parent Details](#) **Add Student**

* Enrolling Parent / Guardian First Name	Chante	* Enrolling Parent / Guardian Last Name	Holland	* Relationship 1	Mother
Parent/ Guardian First Name		Parent / Guardian Last Name 2		Relationship 2	
2					
* Address Line 1	9852 Schoolhouse Lane	Address Line 2			

2. Complete all the required fields with a red asterisk(*). All other fields are optional.

Student - Home School Information

Student Details

* Enrolling Student First Name Middle Name * Last Name

Suffix (jr, II, III, etc.)

* Date of Birth (mm/dd/yyyy)

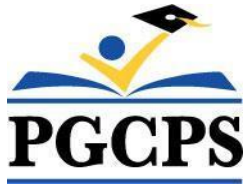
* Student Gender Male Female

Prince George's County Public School Your Child Would Attend

* Student Enrolled in PGCPS? Yes No

* Student Race American Indian or Alaska Native
 Asian
 Black or African American
 Caucasian
 Native Hawaiian or Other Pacific Islander
 Other

Hispanic?



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

Instructional Program Section

* School year 2018 / 2019

* Date & Time Created 01/25/2019 10:32

* Home School Supervision Option Select

COMAR Regulations and Standardized Testing

Access COMAR regulations at:

* I certify that I have read and understand the requirements in COMAR 13A.10.01.01-05. Yes

* I understand that if I want my child to participate in standardized testing, it is my responsibility to contact the public school in the boundary for my current address. Yes



3. Click **[Save]** button.
4. You will see a new entry for your child displayed in the **“Home School Students”** section at the bottom of the screen.

Home School Students

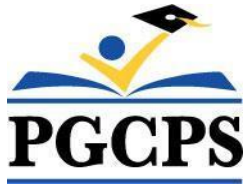
Update Student Info	Student First Name	Student Last Name	Student Middle Name	Student Suffix	Date of Birth	Gender	Date Time	Home School Supervision Option	Umbrella Agency	Created Date	Print
	CHARLES	ROBINSON	-	-	01/25/2019	Male	10:32	-	-	01/25/2019	Print Student Info

5. 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 you enroll in the home school program. Follow the steps below to print the form to be submitted to the Home School Office (HSO):

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.



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

Home School Students

Update Student Info	Student First Name	Student Last Name	Student Middle Name	Student Suffix	Date of Birth	Gender	Date Time	Home School Supervision Option	Umbrella Agency	Created Date	Print
	CHARLES	ROBINSON	-	-	06/28/2006	Male	11/27/2018 11:26	Reviews by Prince George's County Public Schools	-	11/27/2018	Print Student Info

3. Read the contents in the electronic PDF form and submit to the Office of Home Schooling for each student enrolled.

PGCPS HOME SCHOOLING NOTIFICATION OF ENROLLMENT
2018 / 2019

Student Name:	Robinson, Charles
Student Date of Birth:	06/28/2006
Gender / Race:	Male / Black or African American
Parent/Guardian Name:	Holland, Charis
Email Address:	charis.holland@pgcps.org
Current Address:	9852 Schoolhouse Lane, Upper Marlboro, 20772

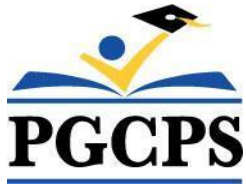
Update Your Child's Information

You can update your child's 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.

Home School Students

Update Student Info	Student First Name	Student Last Name	Student Middle Name	Student Suffix	Date of Birth	Gender	Date Time	Home School Supervision Option	Umbrella Agency	Created Date	Print
	CHARLES	ROBINSON	-	-	06/28/2006	Male	11/27/2018 11:27	-	-	11/27/2018	Print Student Info



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

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 desired.
3. Click [**Save**] button. You will be returned to the previous screen.

Student Details

Update Student Information

* Student First Name Student Middle Name * Student Last Name

Suffix

* Date of Birth
(MM/DD/YYYY)

* Student Gender Male Female

Prince George's County Public School Your Child Would Attend

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.

UPDATE (Instructional Program)

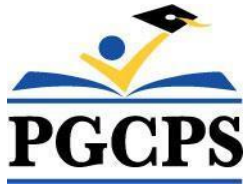
* School Year

* Date & Time Created

* Student Enrolled PGCPS Yes No

Student Status

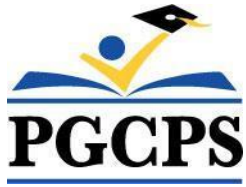
* Home School Supervision Option




Home School Parent Portal (HSPP) Guide For New Parents / Guardians

Explanation of Student Change Status Options

Student Change of Status Option	Description
Change Contact Information	<p>Enter new address information for the student if it has been updated. The required fields with a red (*) must have a value.</p> <ul style="list-style-type: none"> + Address Line 1 – Enter new street address. + City – Enter new city in PG County. + Zip Code – Enter new zip code in PG County. + New Email Address – Enter new email or enter the same HSPP email if it has not changed. + Reenter Email Address - Retype the email you typed in the previous step to ensure consistency. + Contact Number – Enter your new phone number or enter the same number if it has not changed. You must enter 10-digits without symbols.
Change Program Supervision	<p>Click the “Home School Supervision Option” drop-down arrow:</p> <ul style="list-style-type: none"> + Select “Non-Public Entity/Umbrella” if your child is registered with a church school, educational ministry, international home school, etc. NOTE: When choosing this option, you must select from a list of approved home school agencies + Select “Reviews by Prince George’s County Public Schools” if your child is registered with PGCPS.
Enrollment in School	<p>If your child has enrolled in a different school, you have the option of selecting “PGCPS” or “PRIVATE”.</p> <ul style="list-style-type: none"> + If you select “PGPCS” – Select the enrolled school from a predefined list of PGCPS schools. + If you select “PRIVATE” – type the name of the private school in the text box.



Home School Parent Portal (HSPP) Guide For New Parents / Guardians

Relocation	Type the student's new city and new school in the text boxes provided.
Student completed home schooling program	When your child has reached age 18 or graduated, you can select " Graduated " or " Student reached age 18 ". .  After your selection is made, you will see in RED letters the word, " COMPLETED ".