

txConnect Parent Portal Access Request



Dear Parent/Guardian:

The San Saba Independent School District has implemented a new online grade reporting and attendance system that will allow parents to monitor their students' academic progress and attendance. In previous years, SSISD and its member campuses used software known to our parents as **Parent Connection**. The new product is called **txConnect** and it functions much like our old product. Once your account has been set up you can access your account

in the same location on our website as before. Once operational, you will be able to go to the San Saba ISD website at www.san-saba.net and look to the left hand side of the page at the bottom and click on the words **Parent Connection** and the new **txConnect Parent Portal** will be accessible. This service is provided to parents or guardians of San Saba ISD students at no charge.

By acquiring a **txConnect Parent Portal** account, parents of San Saba ISD students in grades PK-12 will be able to view their child(ren)'s grades and/or attendance reports. Students in grades PK – 1 will only be able to view attendance as grades at the PK – 1 level are recorded differently than in grades 2 – 12.

The attached Permission and Waiver Form will permit SSISD to post your student's grades and/or attendance reports on a secure Internet website that is accessible only with a username and password. You will only be able to see your student's grades and/or attendance reports and no others. You should complete this form only if you wish Internet access to your student's grades/attendance. Parents NOT wanting Internet access to their student's grades and/or attendance reports should NOT complete this form. If you do not return this form access can not be granted. If you had a **Parent Connection** account in the past, this portal is not longer operational.

If you are interested in acquiring access to your child's grades and/or attendance reports via **txConnect Parent Portal**, please read and follow the instructions. You may cancel this account with written notice at any time.

There are two steps that must be completed before parents/guardians are given access to **txConnect Parent Portal**:

Step 1: Complete the attached Access Form

Complete the attached **txConnect Parent Portal** Access Form and return it to your child's campus. The Student Portal ID is issued by your student's campus and will come to you by mail from your campus. You must have a valid Student Portal ID for each student you wish to add to your account. Please allow 3-5 business days for the account to be processed. After the application has been processed, you will receive a letter from the campus that provides you with the Student Portal ID.

If you are not the legal guardian for the student, it may be necessary to prove that you are entitled to the students' records. A campus representative will contact you to initiate the needed documentation required to gain access or explain why access will not be granted.

Step 2: After you have received the letter from the campus providing you with the Student Portal ID, please complete the online application.

Go to <http://www.san-saba.net> and select **Parent Portal** located near the bottom on the left hand side of the home page. Click on the link that says **Parent Portal**. After being redirected to a new page, you will see the San Saba ISD **txConnect** login page. New users can start the setup process by clicking on the link under New User. You may want to click on the icon labeled HELP, located at the upper right hand side of the screen for additional assistance.

After entering the parent information, you will complete the process by adding students to your account. You will need their Student Portal ID to add them to your account. If you do not enter a valid Student Portal ID, your account will not be saved. You also cannot continue without entering the correct date of birth.

Grades and/or attendance reports that appear on ***txConnect Parent Portal*** are as current as the teacher's electronic grade book. Please allow adequate time for teachers to grade papers and enter the grades into the system. San Saba ISD makes no guarantee or warranty, neither expressed nor implied, as to the accuracy or timeline of the information contained within the system. Information retrieved via the web site should be regarded as unofficial and nonbinding in nature.

Questions concerning your child's grades need to be directed to the teacher or campus administrator.

Contact information and email addresses are available on the District webpage for your convenience and listed below.

Please be patient with us as we switch to this new software program. The campuses are very busy and will do their very best to turn around your application in 3 to 5 days. We hope this use of technology will increase communication between parents and teachers and increase student success.

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