



PARENT PORTAL SUPPLEMENTAL EDUCATIONAL SERVICES



Introduction

Parents/Guardians with eligible children to receive Supplemental Educational Services (SES), can select the SES Providers through the Parent Portal. For information on the state-approved Supplemental Educational Services (SES), access the NCLB Choice Web page at:

<http://nclbchoice.dadeschools.net/>

Finding the Parent Portal

Open the Internet browser to the M-DCPS home page at: www.dadeschools.net.

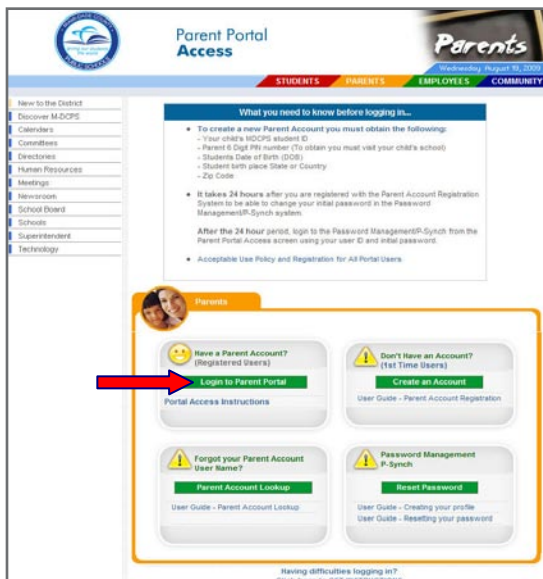
- ▼ Click the **Parents** tab

The dadeschools.net Parents page will be displayed.



- ▼ Click **Login to Portal**

The **Parent Portal Access** page will be displayed.



- ▼ Click **Login to Parent Portal**

The **Log in** screen will be displayed.

Logging into the Parent Portal

To log in to the Parent Portal, parents/guardians must be registered with M-DCPS and have a user name and password. [See the *Parent Account Registration User Guide* on the *Parent Portal Access* page.]

From the **Login** screen,



- ▼ **Type** Username (example P1234567)
- ▼ **Type** Password (example 12345678)
- ▼ **Press** **Enter**

Note: The first time you access the Portal, the M-DCPS Acceptable Use Policy will be displayed for your approval. Please read the terms in detail.

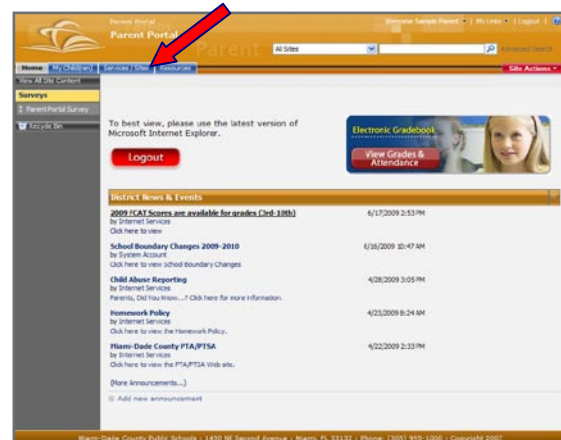
If you agree with these terms,

- ▼ Click **Accept**

The **Parent Portal** page will be displayed.

Parent Portal Services / Sites

From the **Parent Portal** page,



- ▼ Click **Services / Sites** tab

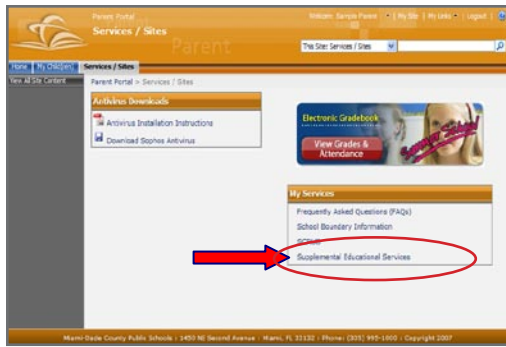
The **Parent Portal Services / Sites** page will be displayed.



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Under My Services,



▼ Click **Supplemental Educational Services**

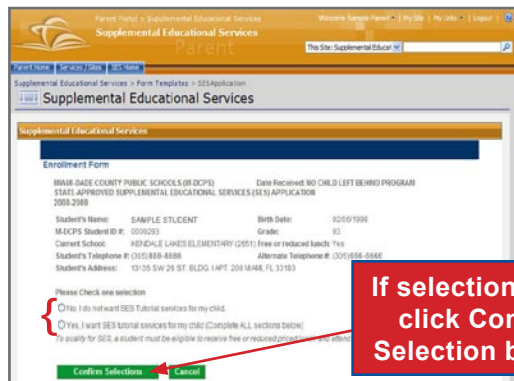
The **Supplemental Educational Services** page will be displayed. Student(s) eligible to receive SES services will be listed on the page. Also included will be any current SES Student Learning Plans (SLP) and SES Progress Reports (SESPR).

When your child is entered into the system for Free or Reduced-Price Lunch, it is necessary to allow for an overnight processing period before you will be able to access the SES Enrollment Form for your child.



▼ Click **Enrollment Form**

The **Enrollment Form** will be displayed.



If selection is No, click Confirm Selection button.

Parents/Guardians must confirm selection by choosing one of the two options available.

- No, I do not want SES Tutorial services for my child.
- Yes, I want SES Tutorial services for my child.

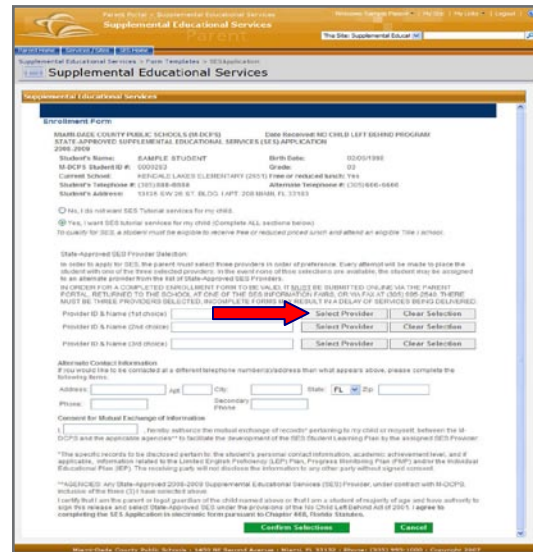
Selecting SES Providers

To apply for SES Tutorial services, the parents/guardians must select three providers in order of preference.

From the Enrollment Form,

▼ Click **Yes, I want SES Tutorial services for my child.**

The form will expand to show the Providers' information.



▼ Click **Select Provider (first choice)**

The list of providers will appear.



The list of providers will say **First Choice** on the top. Providers are listed by **Providers in your zone** and **Providers in other zones**.

▼ Click to select your first-choice provider

The list of SES providers will close as soon you select the provider.



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The name and ID of the selected provider will appear in the Providers First-Choice field.

Repeat the process to select providers for the second and third choice.

If you would like to be contacted at a different telephone number and address than what appears at the top of the form, complete the **Alternate Contact Information** section on this form.

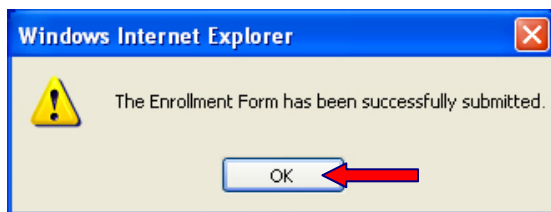
Under **Consent for Mutual Exchange of Information**,

▼ **Type** your name

When finished,

▼ **Click** **Confirm Selection**

The message **The Enrollment Form has been successfully submitted** will be displayed.



▼ **Click** **OK**

Important: Your Enrollment Form is not finalized for the assignment process unless you do this.

The **Enrollment Form** will be displayed.

Updating and Printing the Enrollment Form

The options **Update Selections** and **Print for your Records** will display at the bottom of the form.

To make changes/updates to the Enrollment Form,

▼ **Type** necessary changes
▼ **Click** **Update Selections**

The new information will be updated and submitted.

To print the Enrollment Form,

▼ **Click** **Print for your records**

To exit the Portal,

▼ **Click** **Logout**
▼ **Click** **Internet browser**



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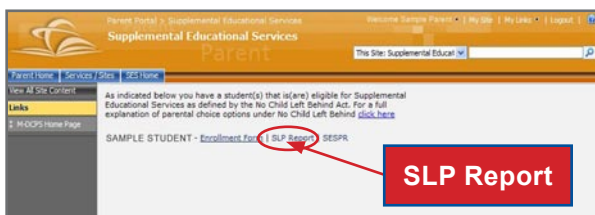


SLP Report

The **SES Student Learning Plan (SLP)** is an agreement between the provider, the parent, and the Miami-Dade County Public Schools. Providers must complete the SLP for each student assigned to them prior to the commencement of services.

To view the completed **SLP**, log in to the **Parent Portal** and access the **Supplemental Educational Services** page under **My Services**. [See *Finding the Parent Portal on page 1.*]

Important: To view this report, you will need to download Adobe Acrobat Reader at: <http://www.adobe.com/products/acrobat/>.



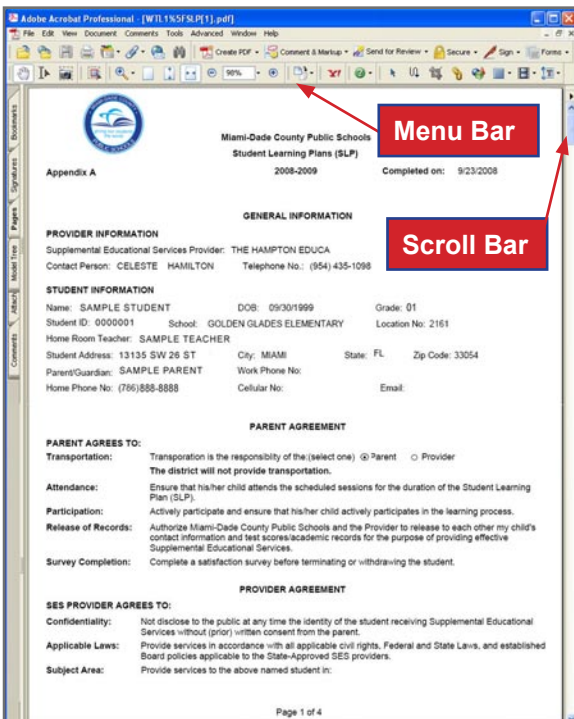
On the **SES Home** page, the **Enrollment Form**, **SLP Report** and **SESPR** (student progress report) will be displayed.

▼ Click **SLP Report**

The **File Download** screen will be displayed.

▼ Click **Open**

The **SLP Report** will open in PDF format.



Using the scroll bar scroll through the report page by page. Using the tool bar features on the menu bar, enlarge or reduce the size of the report page.

To print the **SLP Report**,

▼ Click **File** (on the menu bar)

▼ Select **Print**

Or

▼ Click  printer icon (on the menu bar)

To close the **SLP Report**,

▼ Click  to close PDF

To exit the Portal,

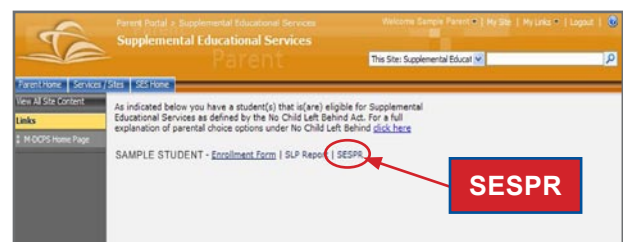
▼ Click **Logout**

SES Student Progress Report

After your child is entered into the system and is receiving service hours, the provider is required to complete the **SES Student Progress Report (SESPR)**, at least monthly. The **SESPR** is used to communicate with the parents and the student's teacher in order to provide them with information about the student's progress.

To view the **SES Student Progress Report**, log in to the Parent Portal and access the **Supplemental Educational Services** page under **My Services**. [See *Finding the Parent Portal on page 1.*]

Important: To view this report, you will need to download Adobe Acrobat Reader at: <http://www.adobe.com/products/acrobat/>.



On the **SES Home** page, the **Enrollment Form**, **SLP Report**, and **SESPR** (student progress report) will be displayed on the page.

▼ Click **SESPR**

The **File Download** screen will be displayed.

▼ Click **Open**

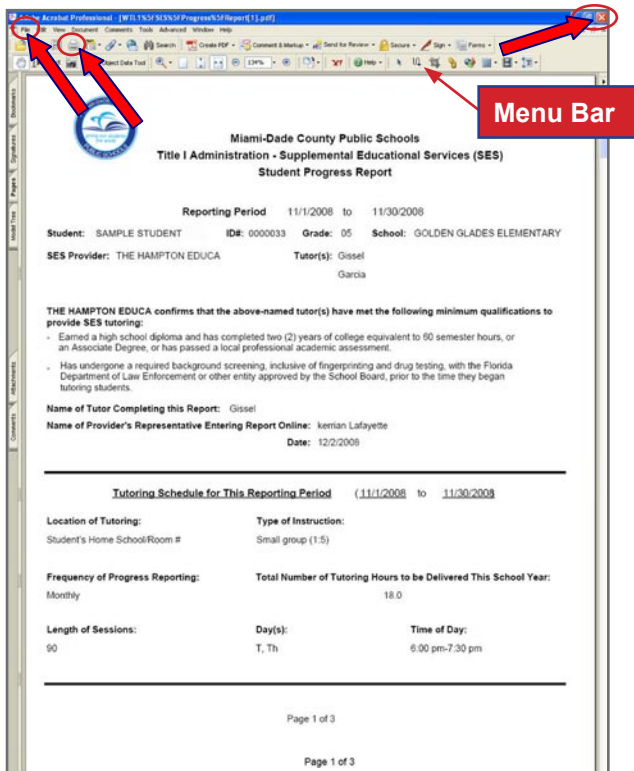
The **SESPR** will open in PDF format.



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Using the scroll bar scroll through the report page by page.
Using the tool bar features on the menu bar, enlarge or reduce the size of the report page.




Whom to Contact for Assistance

For questions regarding **Title I Supplemental Educational Services (SES)**, contact the *Title I Administration office* at (305) 995-4549.

To print the **SES Student Progress Report**,

- ▼ **Click** **File** (on the menu bar)
- ▼ **Select** **Print**

Or

- ▼ **Click**  printer icon (on the menu bar)

To close the **Progress Report**,

- ▼ **Click**  to close PDF

To exit the Portal,

- ▼ **Click** **Logout**

Adobe Acrobat Reader

To download the latest version of Adobe Acrobat Reader, open your Internet browser at: <http://www.adobe.com/products/acrobat/> or **Click** on the **icon** below to go to the **Adobe Reader Download Web page**.

