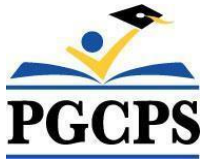


Prince George's County Public Schools

Home School Parent Portal Guide

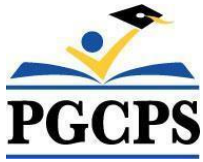
For Existing Home Schooling
Families Only



Home School Parent Portal (HSPP) Guide For Existing Parents and Guardians

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Home School Parent Portal (HSPP) Guide For Existing Parents and Guardians

Audience

This guide was written for parents and guardians that are currently home schooling one or more children in Prince George’s County.

NOTE: If you have never completed a Home Schooling Notification form with the Prince George’s County Public Schools Home Schooling Office, please do not follow this guide. You will need to follow the “**Home School Parent Portal Guide for New Users**”.

Getting Started

As an existing home school applicant, your home school information already exists in the Home School Parent Portal (HSPP). The HSPP is a web-based tool that will enable you to:

- Review your existing information
- Complete a notification form for additional home schooling children
- Update parent and student information (including home school status)
- Print the Home Schooling Notification Form

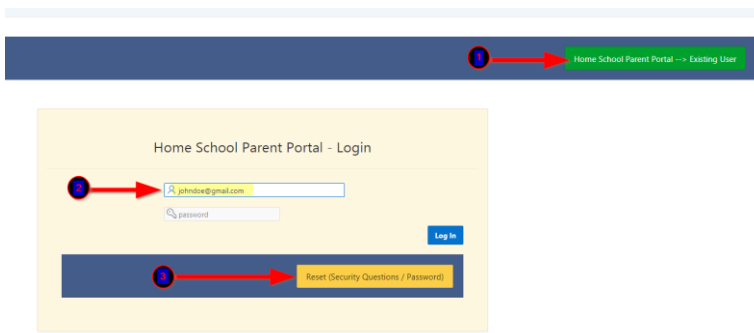
Set Up Your Security Questions and New Password

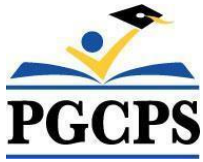
STEP 1: Open the HSPP

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 Security Questions and Password

1. Click the green **Home School Parent Portal → Existing User** button.
2. Enter the email address you provided when you completed your notification form.
3. Click the “**Reset Security Questions / Password**” button at the bottom of the login screen.





Home School Parent Portal (HSPP) Guide For Existing Parents and Guardians

4. Click the red **Email LookUp** button.
5. Select your preferred security questions from the drop-down list. Type your answers to each question.
6. Type your new Password. Reenter your password again to ensure consistency.
7. Click the **Reset Password** button.

Password Reset

Reset Password

Registered Email **Email LookUp**

Security Questions

Security Question 1: What is your mothers maiden name? **Select a question from the drop-down list**

Answer

Security Question 2: What is your favorite football team? **Select a question from the drop-down list**

Answer

New Password Re Enter New Password

Reset Password **Close**

Commented [1]: Chante' the screen will need to be changed to reflect the new name - Home School Parent Portal

Commented [CB2R1]:

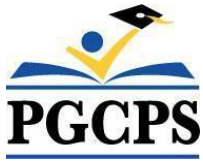
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STEP 3: Log in the HSPP with your New Password

1. Enter your email address.
2. Enter the password you setup previously.
3. 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.



Home School Parent Portal (HSPP) Guide For Existing Parents and Guardians

Home School Parent Portal - Login

1 Email Address

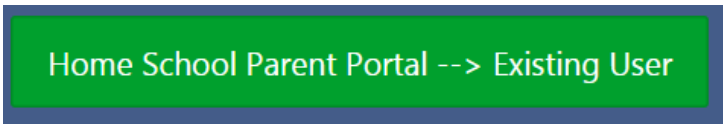
2 password

3 Log In

You will see your home school details as well as your child(ren) listed in the “**Home School Students**” section.

Logging into the HSPP in the Future

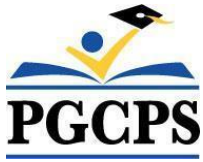
Now that you have created your security answers and password in the new HSPP, from this point forward, you will click the “**Existing User**” button to log in.



Reset Your Password

If you forget your password, you can reset it yourself as long as you remember the email address you used to set up your HSPP account 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.

- Follow the “**Set up Your Security Questions and New Password**” section in the beginning of this document to reset your password.



Home School Parent Portal (HSPP) Guide For Existing Parents and 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

Edit Parent Details **Add Student**

* 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**

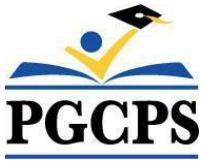
* Email Address: **chante.holland@pgcps.org** * Retype Email: **chante.holland@pgcps.org**

* Contact Number 1: **3019526256** Contact Number 2:

Add a New Child in the HSPP

When you are logged in the HSPP, you can add additional children you are home schooling; however, you must enter and save them one at a time.

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



Home School Parent Portal (HSPP) Guide For Existing Parents and Guardians

Home School Parent Portal

Home Schooling Notification Form

Parent / Guardian Details

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

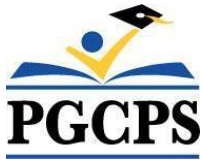
* Enrolling Parent / Guardian First Name Chante	* Enrolling Parent / Guardian Last Name Holland	* Relationship 1 Mother
Parent / Guardian First Name 2	Parent / Guardian Last Name 2	Relationship 2
* Address Line 1 9852 Schoolhouse Lane	Address Line 2	

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		
Prince George's County Public School Your Child Would Attend	Select	
* 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?	No	



Home School Parent Portal (HSPP) Guide For Existing Parents and 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**

Save **Close**

1. Click [**Save**] button.
2. 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

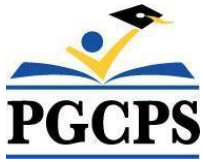
Update Student Info	Student First Name	Student Last Name	Student Middle Name	Student Suffix	Date of Birth	Gender	Date Time	Home School Supervision Option	Umbrella Agency	Created Date	Print
	CHARLES	ROBINSON	-	-	04/25/2018	Male	10:32:00 AM	-	-	01/25/2019	Print Student Info

3. 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 to the Home Schooling Office. Follow the steps below to print the form to keep with your home schooling records:

1. Scroll down to the “**Home School Students**” section.



Home School Parent Portal (HSPP) Guide For Existing Parents and Guardians

- Click the **"Print Student Info"** link under the **"Print"** column for the child you want to print.

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

- If you added a new home schooling student, print and sign the form.
- Return the form via email to pgcps.homeschool@pgcps.org
- If you did not add a new home schooling student, print the form and retain the form with your home schooling records.

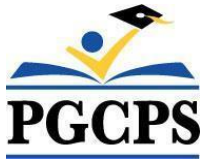
PGCPS HOME SCHOOLING NOTIFICATION OF ENROLLMENT
2018 / 2019

Student Name:	Robinson, Charles
Student Date of Birth:	06/28/2006
Gender / Race:	Male / Black or African American
Parent/Guardian Name:	Holland, Charle
Email Address:	charle.holland@pgcps.org
Current Address:	5852 Schoolhouse Lane, Upper Marlboro, 20772


Update Your Child's Home School Information

You can update your child's Home School 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"**.

- Scroll down to the **"Home School Students"** section towards the bottom of the page.
- Click the **"Update Student Info"** pencil icon next to your child's name.



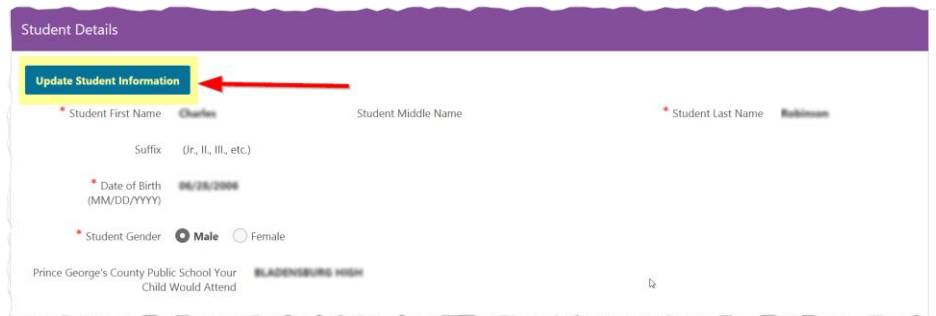
Home School Parent Portal (HSPP) Guide For Existing Parents and Guardians

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	11/20/2016 08:57	-	-	11/20/2016	Print Student Info

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 needed.
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)

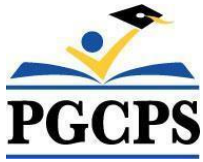
* Student Gender Male Female

Prince George's County Public School Your Child Would Attend **BLADENBURG HIGH**

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.



Home School Parent Portal (HSPP) Guide For Existing Parents and Guardians

UPDATE (Instructional Program) ←

* School Year 2019 / 2020

* Date & Time Created 11/27/2018 11:26

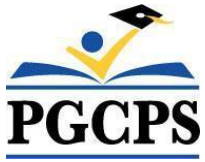
* Student Enrolled PGCPS Yes No

Student Status **Change Program Supervision**

* Home School Supervision Option **Reviews by Prince George's County Public Schools**

Explanation of Student Change Status Options (Drop-Down List)

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 MSDE approved Non-public Entity Registered to Supervise Home Instruction. NOTE: When choosing this option, you must select from the list of approved Non-public Entity Registered to Supervise Home Instruction ● Select “Reviews by Prince George’s County Public Schools” if you plan to have your reviews conducted by PGCPS.
Enrollment in School	<p>If your child has enrolled in school, you have the option of selecting “PGCPS” or “PRIVATE”.</p> <ul style="list-style-type: none"> ● If you select “PGCPS” – 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 Existing Parents and 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" . <ul style="list-style-type: none">• After your selection is made, you will see in RED letters the word, "COMPLETED".