



EXISTING PARENT- QUICK REFERENCE GUIDE Home School Parent Portal (HSPP)

Getting Started – Existing Home Schooling Families

This guide was written for parents/guardians that have a Home Schooling Notification form on file with Prince George’s County Public Schools Home Schooling Office. Your details have already been uploaded in the New Home School Parent Portal (HSPP).

The new (HSPP) is a web-based tool that will enable you to:

- Notify the Home Schooling Office of intent to home school one or more children.
- Update parent and student information (including home school status).
- Print the Home Schooling Notification Form.

Complete Security Questions and Set-up 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 (first time set-up only)

1. Click the green **Home School Parent Portal → Existing User** button.
2. Enter the email address you provided when you completed your notification form and click the “Reset (Security Questions/Password)” button.
3. Click the red **Email Lookup** button.
4. Select your security questions from the drop-down list and type the answers to each question.
5. Click [**Reset Password**] button. You will be returned to the Home School Login screen.

STEP 3: Login the HSPP with your new credentials. You will follow this step for subsequent logins.

1. **Email Address:** Enter your email address.
2. **Password:** Enter the password you created in the previous step.
3. Click the [**Log In**] button. **NOTE:** Pressing the [**ENTER**] key on your keyboard will not log you in the HSPP. You must click the [**Log In**] button with your mouse.

STEP 4: View / Add / Update Parent and Student Information

You must complete all fields with a red asterisk(*) and save changes. All other fields are optional.

1. Click the [**Edit Parent Details**] button to make changes to your information.
2. Click the [**Add Student**] button to add additional children to the home school program.
 - a. For each child added, click the “**Print Student Info**” link under the “**Print**” column.
 - b. Print, sign and email the Home Schooling Notification form to pgcps.homeschool@pgcps.org.
3. To update your child’s information, scroll down to the “**Home School Students**” section at the bottom of the page and click the *pencil icon* next to your student’s name.
 - a. Click [**Update Student Information**] button to (i.e., update name, DOB, gender, etc.).
 - b. Click [**Update (Instructional Program)**] button (i.e., change program supervision, etc.).

For step-by-step directions and illustrations, visit the Office of Home Schooling website to access the full version of the Home School Parent Portal Guide.