Getting Started – New to Home Schooling

This guide was written for parents/guardians notifying the Home Schooling Office of intent to home school for the first time.

The new Home School Parent Portal (HSPP) is a web-based tool that will enable you to:
- Notify the Home Schooling Office of intent to enroll one or more children in home schooling.
- Update parent and student information (including home school status).
- Print the Home Schooling Notification Form.

Setting up your Parent Account in the HSPP (one-time setup only)

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 Parent Account
1. Click the red [**Home School Parent Portal → New User**] button at the top 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. 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.
3. Click the [**Create Access**] button. The following message will be displayed, "**Your Account has been created**."

STEP 3: Log into the HSPP with your new credentials
1. **Email Address**: Enter your email address (email is case sensitive).
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: Add Home Schooling Student

You must complete all required fields that have a red asterisk(*). All other fields are optional.

1. Click the [**Add Student**] button on the right-hand side to enter information.
2. Click the [**Save**] button. Repeat steps to add additional children.
   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.

From this point forward, you will click the green [Home School Parent Portal → Existing User] button to log in to the HSPP.

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.