



# CV-TEC Parent Portal Questions & Answers

## What is a Parent Portal?

Parent Portal is a web-based access portal that allows parents to get an update on how their child is doing in their CV-TEC Career & Technical Education (CTE) program (grades, attendance, discipline, etc.).

## What kind of information can I find out about my child?

You will be able to see your child's schedule, marking period grades, how many absences/tardies the school has on record, discipline records, and contact information.

## Will I be able to see my child's assignments and grades online also?

Quarterly report card grades will be available for viewing as they become available throughout the school year. As our district grows with this system, you will have access to view individual assignments as they are graded and posted by our teachers—please be patient as this will take time to implement.

## What if parents are separated or each would like a separate account?

Not a problem, both parents can register and have separate access, just fill out two separate "Parent Portal Access Forms".

## How do I sign up for this system? What do I need to access this system?

Complete the enclosed “Parent Portal Access Form” and return it to the CV-TEC Main Office.

Once an account is created , you will receive an email, follow the enclosed “Parent Portal Tutorial” to complete the set up and customization of your account. The tutorial also can be found at [www.cves.org](http://www.cves.org). Any computer with internet access can be used to access this system.

## How is my child’s grade calculated?

Your child’s grade is broken down into two categories: Engagement and Technical. Both categories are averaged together (equally) to create your child’s grade. All CTE integrated academics (English, Math, Science, etc.) are reported at the end of each semester (January/June). For more information on the CV-TEC grading procedure, please visit the “Parent Portal” link on the [www.cves.org](http://www.cves.org) website.

## What can I do if I have a concern regarding classroom performance?

Please contact the teacher via email or phone to discuss any concerns. Work out a strategy with both the teacher and student to get back on track.

## While I’m in the Portal can I email the teacher?

Yes! You will see an envelope icon next to the teacher’s name when you click the schedule tab. Select the envelope and it will open up an email interface, where you can send them a message; even attach a document if needed!

**Explore all of the tabs on the Parent Portal... This is a great way for you to keep in touch with the school and your child’s teachers. If contact information is incorrect, please update.**

# Most of all enjoy this new tool!