

Basic Instructions to Access the Parent Portal

There are two ways to access the Plainville School District Parent/Community Portal:

1. Go to the Plainville School website at www.plainville.k12.ma.us. On the homepage, under **Headlines**, click on **Parent/Community Portal**. You may also go directly to www.plainville.k12.ma.us/parentportal and click on the Parent Portal link.

Headlines

Parent/Community Portal

2. At the Parent/Community Portal, select Log in.

Community Portal Home Log in

Please Login

User Name

Password

Sign in

3. Enter your **unique user name and password** provided by the School District. The username and password are case sensitive. Click **Sign In**.

4. Upon sign in, select **Parent Portal** tab.

Parent Portal ▾
Contact Information
Forms
Students

- a. Select **Contact Information** to review and update your personal information. When finished, click **Save**. **Note: If you do not have any changes, you have to click Save!**

- b. Next, select **Forms**.

Parent Portal ▾
Contact Information
Forms
Students

- c. On the far right under **Action**, select **Edit**.

Doe, Joseph | PolicyAgreement Consent Form | Plainville School Policies and Agreements

Edit

- d. Please review all attached policies and agreements under Student Forms.

- e. After reviewing, answer all five questions and click on **Submit the Form** button. Only **one parent** should fill out all agreements/policies for every child listed under Student Column. After submitting the form, you will see **View Complete**.

Welcome Jack ▾

Update My Info

Change Password

Log off

5. Please remember to **log out** after using the Parent/Community portal. To **log off**, please go to **Welcome** tab and select log out. To change your password, select **Change password**. **Note: Please keep your login in a safe place.**

Important: If there are no changes to your contact information, you will still have to click Save!