



Welcome to

# Obion County Schools

## K12 PARENT PORTAL

Obion County Schools is pleased to announce the roll out of our **“PARENT PORTAL.”**

Parent portal is made available to all parents of the Obion County School System. From parent portal you will be able to access your student’s attendance, schedule, graded assignments and discipline events. If you are interested in receiving a username and password, one may be requested at your child’s school during parent teacher conference on October 6 from noon until 6:00 p.m. ID will be required for security purposes.

“Parent Portal” is available from the Obion County Schools webpage <http://www.obioncountyschools.com> .  
**“Grade and Attendance Portal Link”** is available under Teacher Info on the lower right hand side of the screen. For security purposes, we suggest that you change your password on your first initial login. Once you click on the **“Grade and Attendance Portal”** link, you will see a **“Change Password”** link on the right hand side of the screen above the blue line. Once you click on **“Change Password”**, you are taken to a login screen.

Upon initial login – use the username and password provided by your school

Username: Numerical only (this will always remain the same)

Password: Password is case sensitive and must contain at least one numerical value (applies to password entered into the New Password field as well)

You have the option here to change the password to one more secure for you.

We do not have access to this password information - so please make a copy of this information and keep in a secure place and always remember the password is case sensitive. Only when changing your password will you go thru this “Change Password” link. Otherwise, use the **“Login”** link to the left of the “Change Password” link to log in to your portal account.

Upon login, you will have a “Parent/Guardian” tab now visible on the welcome screen. Click the tab to gain access to your student’s information. The following is a brief explanation of the student information that is available to you.

- Attendance** Records absences and tardies for your student
- Scheduling** Student schedule – from here you would click the “Assignments” on the far right of each subject to see the current teacher gradebook and grades earned for each class.
- Grade** This information will be populated as each grading period closes.
- Discipline** Records discipline infractions for students

Below your student’s name on the welcome screen, you will also see a link for “Update Contact Info.” This is the information currently in our data management system that you have provided the school. The phone information in the “phone information field” and the “cell information field” are the two numbers that our **“Parent Notification System”** will call in the event of student absences from school, school events, weather related events, school closings, etc. Please check these numbers, and if they are not current, contact the school to make updates. In case of an emergency – the “emergency information” number will be called as well.

Portal lock out will occur if you have tried to log in three time unsuccessfully. This will only occur if you do not have your correct user name and/or password. It will remain locked out for 24 hours. After the 24 hour period, you will be able to log back in as long as you have your correct user id and password. If after the 24 hour period you are still unable to log in, you need to contact Julie Kendall - Obion County School Board office - 885-9743 for assistance or email [kendallj@k12tn.net](mailto:kendallj@k12tn.net). Emails will be answered in the order they are received.