



Student Schedules on the eSD Parent and Student Portals

For additional assistance please contact eSchoolData support in the IT Dept. at esd@bufsd.org

Information Technology Department
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As per the administrative directive the secondary Student schedules will be posted to the Brentwood Parent Portal in lieu of being mailed home. Below is a general outline of the processes in place for the portal implementation.

Parent Notification

- Letters generated in English and Spanish and mailed for all Parents with Portal accounts that have never logged in
- The access to view student schedules will be available for both Parent and Student Portals on **8/28/2015**.
- Automated phone calls will be done multiple times prior to the first day of school indicating how to access the schedule information and for students to report to the first period class

Building Copies of Student Schedules

- Cut-off of **Sept 3, 2015 @ 3pm**
- All schedule changes as of the cutoff time will be reflected in the building copies of the student schedules. The building copies will be available as they are completed beginning Friday Sept. 4th, 2015. Each building will be notified when the student schedules are ready for pick up.
- Since the Portal view of student schedules is live, the latest printing of the student schedules will insure that the building copy and the Portal posting will be free of discrepancies

After School Starts

- Schedule changes will be reflected immediately on the Parent and Student Portals
- Students use their Window login credentials to also access the Student Portal.
- For newly enrolled students, the Windows login is created by a nightly process that is driven by the student being enrolled and receiving a schedule.

If students need assistance with their password the following process is in place:

A Faculty Share folder exists which contains a file with username and password for students accounts. This file is updated nightly to accommodate newly enrolled students. If students need assistance the following personnel have access to the information:

- Teachers
- Computer Lab staff
- Guidance Dept

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