

The Portal Check Schedule

Stay informed without taking over



A starting point by grade level. Adjust it to your child and your school, and remember that teachers post grades on their own schedules.

How often, and who checks first

Grade band	How often	Who checks first	Parent role
Grades 6 to 8	Once a week, together. Twice a week is fine for the first quarter of 6th grade or a new school.	Your child logs in and walks you through it	Co-pilot: ask questions, help plan next steps
Grades 9 and 10	Once a week, at a set time	Your child checks and reports	Listener: glance to confirm, let them lead
Grades 11 and 12	Every two weeks, plus progress report and quarter-end checkpoints	Your child, on their own	Consultant: available when asked
Short-term plan	As agreed, with an end date	Agreed together	Temporary support, written down

The 10-minute weekly review

1. What changed since last week?
2. Is anything missing, and is it really missing or just not entered yet?
3. Which grade surprised you, up or down?
4. What is coming up next week?
5. Is there anything you need to ask a teacher about, and when will you?

When you see a bad grade

1. **Pause.** Wait until you are calm and your child is home.
2. **Ask.** "What happened on that one?"
3. **Look for a pattern.** One score is a data point. Three in one class is a pattern.
4. **Your child contacts the teacher first.**
5. **You step in** only if the pattern continues or your child asks for backup.

When closer monitoring makes sense: a short-term plan your child agrees to, after a specific setback with an end date, or as part of an IEP or 504 team plan. The difference is the agreement and the end date.

Our family's review time: _____ Notification setting: _____

Notes: