

# How to Access

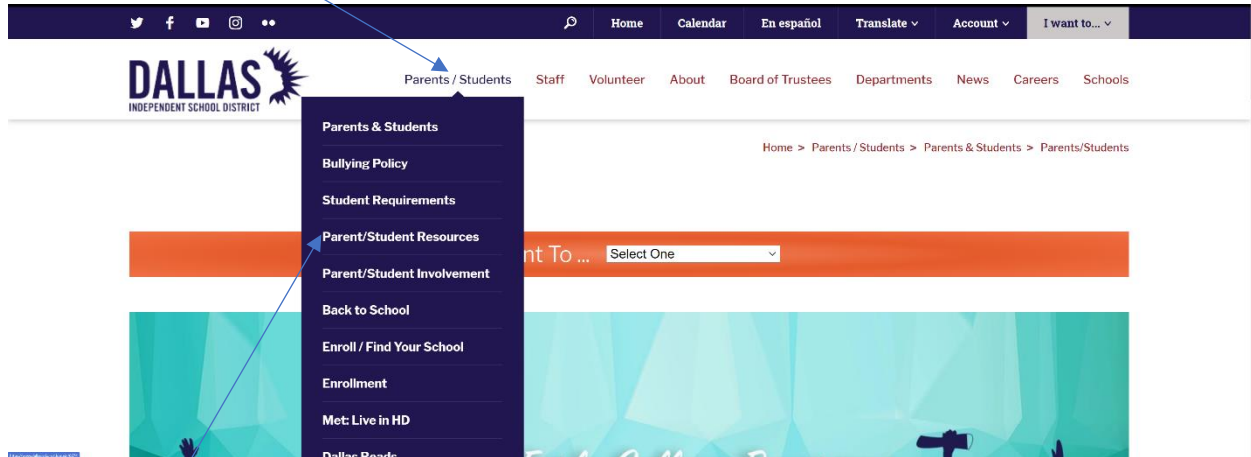
# Dallas ISD

# Attendance for Credit

# Warning Letters

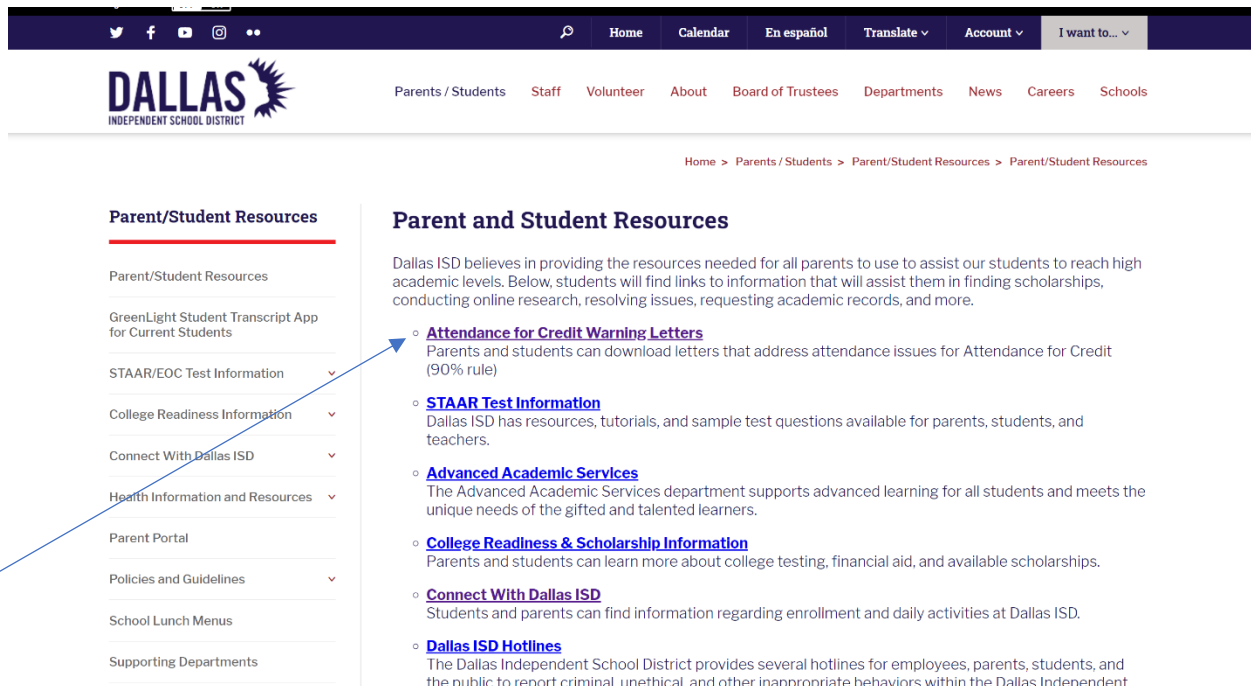
## HOW TO ACCESS ATTENDANCE FOR CREDIT WARNING LETTERS

1. Access the Dallas Independent School District's website and
  - (a) **Click** the Parent/Students tab. Move cursor down to Parent/Student Resources



- (b) **Click** Parent/Student Resources.

2. Under the heading **Parent and Student Resources** look for Attendance for Credit Warning Letters. **Click** the link.



3. Log in to the Resource Center by first selecting the preferred language and then **clicking Go**.

The screenshot shows the top navigation bar with the DALLAS INDEPENDENT SCHOOL DISTRICT logo, 'Enterprise Applications', a chat icon, a globe icon labeled 'Lang', and a user profile icon labeled 'joselopez1@dallas'. Below the navigation bar is a header with a coffee cup icon and the text 'Welcome to the Resource Center'. The main content area contains a white box with the text 'Please select your language'. Below this text are two buttons: 'English' (highlighted in dark grey) and 'Español' (in light grey). At the bottom of the box is a green button labeled 'Go →'. Two blue arrows point from the left towards the 'English' and 'Go' buttons.

4. Enter the Student ID Number and the Parent Access ID (same as Parent Portal Access ID). Then **click Find Student**.

The screenshot shows the top navigation bar with the DALLAS INDEPENDENT SCHOOL DISTRICT logo, 'Enterprise Applications', a chat icon, a globe icon labeled 'Lang', and a user profile icon labeled 'joselopez1@dallas'. Below the navigation bar is a header with a key icon and the text 'Log in'. The main content area contains a white box with the text 'Please enter the information below.'. Below this text are two input fields: 'Student Number' (with a greyed-out example) and 'Parent Access ID' (with a masked example '.....'). Below the input fields is the text 'If you do not have the Parent Access ID, please contact the school to receive it.'. At the bottom of the box are two buttons: '← Go Back' and 'Find Student' (with a magnifying glass icon). Two blue arrows point from the left towards the 'Student Number' and 'Parent Access ID' input fields, and one blue arrow points from the right towards the 'Find Student' button.

- If the student has a Warning Letter, it will appear under Attendance for Credit Warning Letters – 90% Rule. **Click Credit Warning** to download the letter.

The screenshot shows the Dallas ISD Resource Center interface. The top navigation bar includes the Dallas ISD logo, 'Enterprise Applications', a language selector, and a user profile for 'joselopez1@dallasisd.org'. The main content area is titled 'Resource Center' and is divided into several sections:

- Student Information:** Fields for Student Number, Name, and School (H Grady Spruce High School).
- Report Cards:** A link for 'Report Card' for School Year 2019-2020, with a document date of 09/04/2020.
- Attendance for Credit Warning Letters-90% rule:** This section contains a link for 'Credit Warning' (School Year: 2019-20, Letter date: 09/15/2020) and an 'Attendance Code Key Legend' with the following entries:
  - E - Excused
  - U - Unexcused
  - O - Out of School Suspension
- Technology Equipment:** A section stating that technology equipment has been assigned to the student, listing an 'AT&T Unite Express 2 Hotspot' with ID '1408733' and type 'PHONE - CELLULAR'.
- Support:** A section with a 'LET'S TALK!' logo and the text 'Do you have questions? Dallas ISD has answers. Let's Talk!'.

A blue arrow points to the 'Credit Warning' link, and another blue arrow points to the 'I'm done' button at the bottom right of the page.

- Click *I'm done* or close the window when complete.

**Please contact your student's campus if you have problems with accessing the Warning Letter or for questions regarding the contents of the letter.**