



SCHOOL YEAR 2020-2021

# Uploading Documents Through the Parent Portal

## Parent/Caregiver Guide

Steps to Upload School Related  
Documents to schools through the  
Parent Portal

## LOG IN

Log in to the parent portal website <https://parentportalapp.lausd.net/parentaccess/> using your email and password.

NOTE: If you have not registered in the parent portal click on Register for an account to be able to upload your student's enrollment documents. This process is for current LAUSD students. It gives Parent/Caregivers the ability to send school related documents to their child's school through the Parent Portal. This portal provides an electronic secure method for parents/caregivers to share documents with schools.

**Step 1** Click **Register for an account** if you do not have an account, otherwise click on **Parent Login**

Parent Portal

Español

Select an option below

1. [Parent Login](#)
2. [Student Login](#)
3. [Employee Login](#)
4. [Register for an account](#)

© Los Angeles Unified School District  
333 South, Beaudry Avenue, Los Angeles, CA 90017  
Website Accessibility for Users with Disabilities | Contact Us | Nondiscrimination Policy | Disclaimer | v20.7.1

If you clicked Register for an account, enter all the required information marked with an asterisk (\*), click I'm Not a robot, then click register.

IMPORTANT NOTE: You have arrived to this LAUSD page from Parent Portal. To go back click here

Parent Authentication

Español

Los Angeles Unified School District Account Registration

Your email address is your username. To create an account, enter a valid email address e.g. user@webmail.com.  
A parent account allows you to:

- Apply to multiple school choice programs offered by L.A. Unified.
  - eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
- Manage your application(s).
- Access Parent portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more...

First Name: \*  
Middle (optional)  
Last Name: \*  
Email Address: \*  
Re-enter Email: \*

Please enter the numbers below for security purposes \*

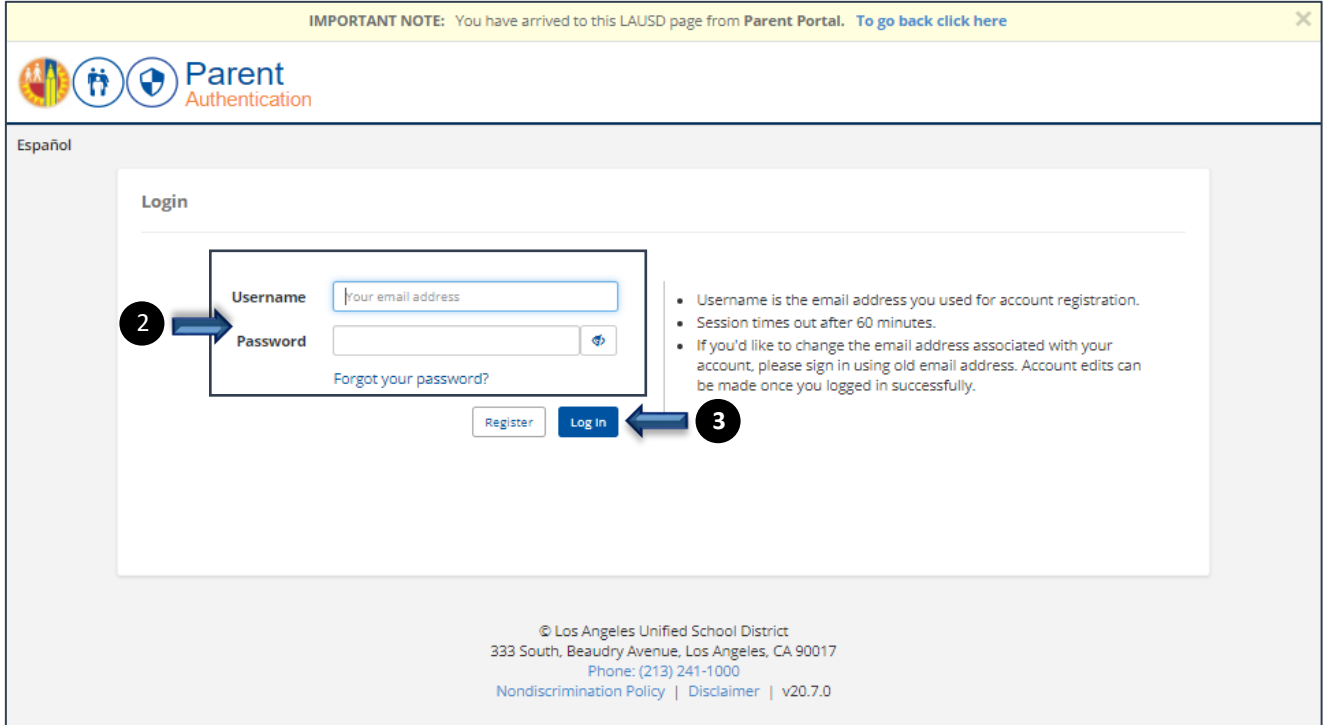
I'm not a robot

Cancel Register

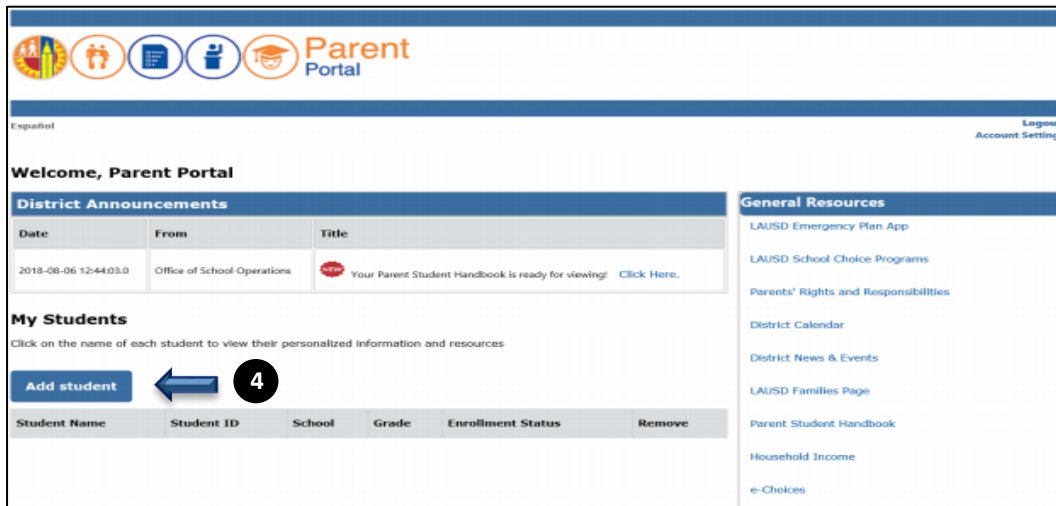
© Los Angeles Unified School District  
333 South, Beaudry Avenue, Los Angeles, CA 90017  
Phone: (213) 241-1000  
Nondiscrimination Policy | Disclaimer | v20.7.0

**Step 2** Enter your username and password in the corresponding fields.

**Step 3** Click the **Login** Button to open the Parent Portal to access your student. **Go to Step 6**



**Step 4** If this is your first time registering and need to add your student, click **Add Student**.



**Step 5** Enter the required fields marked with an asterisk (\*) in order to link your student. Note: Student's First Name and Last Name must be entered the way it appears on school records. Click **Add a Student**. Then, identify yourself by selecting your name and click **This is Me** and then click **Finish**.

**Step 6** Locate your student and click **upload** to be able to upload your documents.

**My Students**

Click on the name of each student to view their personalized information and resources

[Add student](#)

Student Name	Student ID	School	Grade	Enrollment Status	Remove	Verified	Documents
<a href="#">DOLORES DAVIS SMITH</a>	003299F034	Boyle Heights Continuation High	10	Y	<a href="#">Remove</a>	Y	<a href="#">View/Upload</a>
<a href="#">EDUARDO CHAVEZ MARIN</a>	003299F034	Boyle Heights Continuation High	10	Y	<a href="#">Remove</a>	Y	<a href="#">View/Upload</a>
<a href="#">GARY FLORES-VELASCO</a>	003302M10	Alexander Hamilton Senior High	9	Y	<a href="#">Remove</a>	Y	<a href="#">View/Upload</a>

© Los Angeles Unified School District  
 Website Accessibility for Users with Disabilities | 333 South, Beaudry Avenue, Los Angeles, CA 90017 | Nondiscrimination Policy | Disclaimer | v20.7.1  
[Contact Us](#)

**Step 7** Click **upload new document(s)**

**Upload Documents**

[Upload new document\(s\)](#)

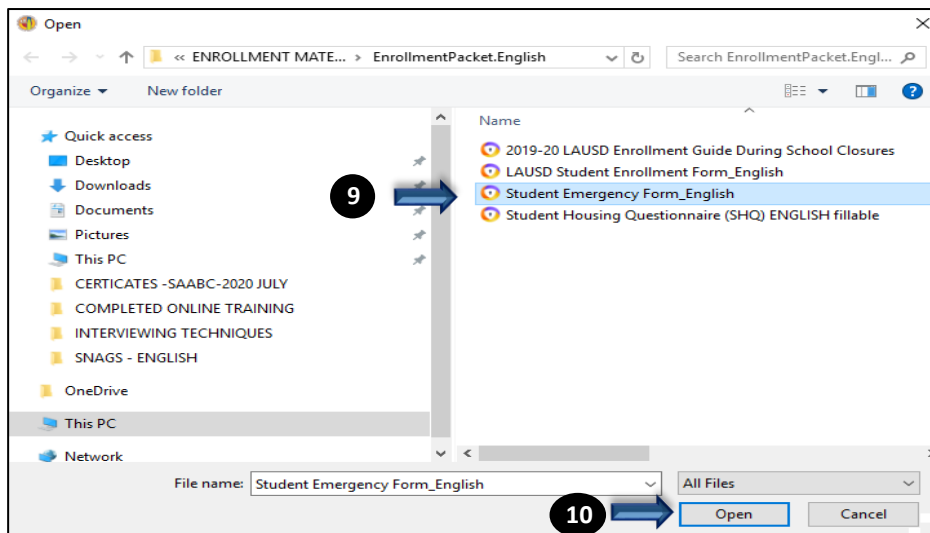
ID	School year	Student	School	Document	Submitted	Status	
18	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	99 - Other: Enrollment Form	7/24/2020 2:44 PM	Submitted	<a href="#">view</a>
14	2020-2021	DOLORES DAVIS	Boyle Heights Continuation High (1883101)	10 - School attendance policy and procedures	7/24/2020 9:54 AM	Submitted	<a href="#">view</a>
13	2020-2021	DOLORES DAVIS	Boyle Heights Continuation High (1883101)	19 - Sports Physical	7/24/2020 9:49 AM	Submitted	<a href="#">view</a>

**Step 8** Click **Choose File** button to open the File Upload Window

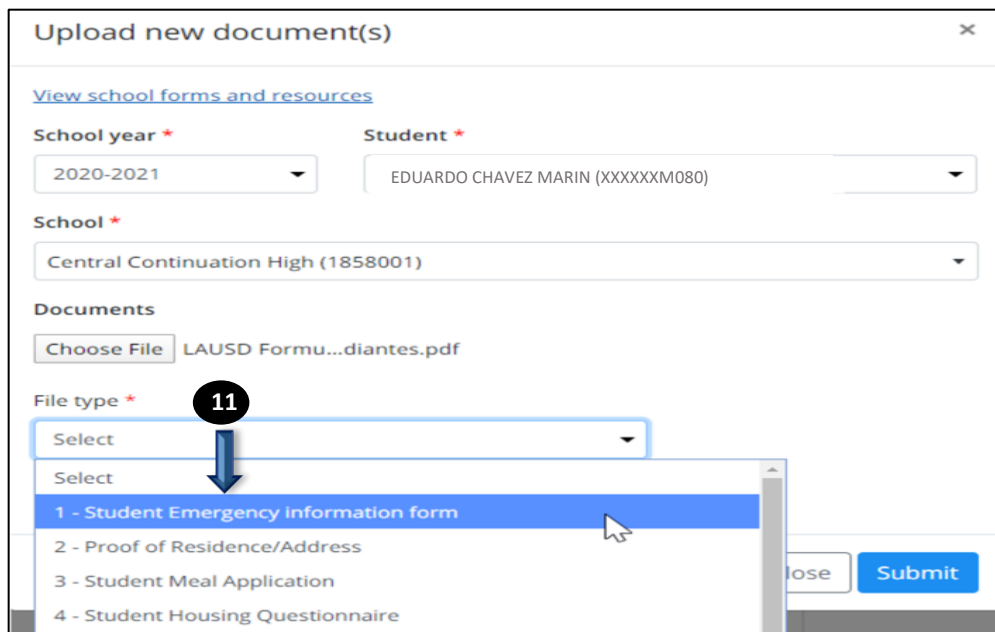


**Step 9** Locate and click the **document to be uploaded**.

**Step 10** Click the **Open** button of the File Upload Window



**Step 11** Select **File Type** from the drop down menu.



**Step 12 Click Upload Document**

Upload new document(s) ×

[View school forms and resources](#)

School year \* 2020-2021 Student \* EDUARDO CHAVEZ MARIN (XXXXXXM080)

School \* Central Continuation High (1858001)

Documents

Student Emer...English.pdf

File type \* 1 - Student Emergency information form

← 12

**Step 13 Click Submit**

**NOTE:** If you made a mistake and uploaded the wrong document, this is where you will be able to delete it. Once the document has been submitted, you will not be able to retrieve it.

Upload new document(s) ×

[View school forms and resources](#)

School year \* 2020-2021 Student \* EDUARDO CHAVEZ MARIN (XXXXXXM080)

School \* Central Continuation High (1858001)

Documents

<a href="#">1 - Student Emergency information form</a>	7/25/2020	<a href="#">delete</a>
--	-----------	------------------------

No file chosen

13

**Step 14** Once your document has been uploaded correctly, you will get the message **Document(s) Submitted Successfully** and you are able to view the uploaded document. To keep uploading documents for your student or if you have additional students linked to your account. Click on **Upload new documents**.

The screenshot shows the 'Student Enrollment' portal. At the top, there are navigation links for 'Home', 'User Guide', and 'Parent/Guardian' with a 'Logout' button. A green notification bar at the top states 'Document(s) submitted successfully' with a blue arrow pointing to a circled '14'. Below this is the 'Upload Documents' section with a button labeled 'Upload new document(s)'. A table lists submitted documents:

ID	School year	Student	School	Document	Submitted	Status	
24	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	1 - Student Emergency information form	7/25/2020 10:37 PM	Submitted	<a href="#">view</a>
18	2020-2021	EDUARDO CHAVEZ MARIN	Central Continuation High (1858001)	99 - Other: Enrollment Form	7/24/2020 2:44 PM	Submitted	<a href="#">view</a>

**Step 15** Look for the student and repeat steps 7 through 14.

The screenshot shows the 'Upload new document(s)' form. It includes a link for 'View school forms and resources'. The 'School year' is set to '2020-2021'. The 'Student' dropdown menu is open, showing a list of students: 'DOLORES DAVIS SMITH (XXXXXXF034)', 'EDUARDO CHAVEZ MARIN (XXXXXXM080)', and 'GARY FLORES-VELASCO (XXXXXXM010)'. A blue arrow points to the 'Student' dropdown with a circled '15'. At the bottom, there are 'Close' and 'Submit' buttons.