

Maple Lake High School - Parent Portal - On-Line Parent Access

Parent Portal:

This portal tool provides access to confidential information for parents about student attendance, schedules, grades, and more via the internet. If you are interested in having on-line access to this information, please try the following:

Account Set-up:

- Access the school's website by going to www.maplelake.k12.mn.us
- Click on the High School Link.
- Read **important information for parents** (Below) for setting up and using your account.
- Click on Request Username and Password at the bottom of this page, this will open your email.
- Type in your name, student's name and preferred password (optional).
- Click send
- The Maple Lake High School Staff will email your user name and password. *This may take a few days, please be patient.

Logging On:

- When you receive your user name and password:
- Access the school's website by going to www.Maplelake.k12.mn.us
- Click on the Maple Lake High School Link.
- Click on Parent Portal
- Type in Username and Password

Important Information for Parents:

- The username is automatically set as the last name of the parent in the contact information we have in our system.
- If you would like us to set the password to one that you prefer please include in the request email. If you do not give a preferred password we will assign one to you.
- You must set your browser to accept cookies to be able to access this information.
- We do not require the teaching staff to have a set number of assignments, tests, etc. Each individual teacher sets their own grading structure for each class and was communicated to the students at the beginning of each term.
- Do not expect changes in a student's grade on a daily basis. The Teaching staff works extremely hard at reducing the turn-around time between when an assignment is handed in and when the grade is recorded in the grade book. The staff will try hard to keep the grade book up-to-date.
- Make up work. If a student is absent and has not done an assignment it will be recorded as either a zero or an asterisk in the grade book.
 - If the student receives a zero, it will negatively affect the student's grade until the work is turned in, corrected and recorded. This should not be cause for alarm unless the student misses the deadline for turning in the work.
 - If the student receives an asterisk, the assignment will not be figured into the current grade. Once the assignment is turned in, graded and recorded it will be figured into the grade.
- The beginning of a term is when teachers are setting expectations, reviewing procedures, etc. and not necessarily grading work. It is not uncommon to get 1-2 weeks into a term before a grade is recorded.
- If class is working on a major project
- If a staff member uses Professionalism, Participation, etc. as part of a student's grade they are expected to update that part of the grade every three weeks.
- When looking at your student's progress report pay close attention to "Weight". Each of the categories at the left is weighted as a percentage of the total grade.
- At this time the staff is not using the Lessons section of the Progress Reports/Lessons screen.
- Attendance: The recordkeeping for student attendance at a high school may appear very inaccurate at times due to numerous circumstances. We do our best to update and correct mistakes as they arise but they may not be reflected on-line immediately. Scenario: A student comes late to school. His/her teacher marks the student absent at the beginning of the period and begins the lesson for the block. The student enters the classroom after

the lesson has begun. In this situation the teacher is not going to stop the lesson, log into class attendance and switch the absence to a tardy. The staff member will make the change at the end of the hour or whenever time permits.

If you have questions about the accuracy of the information accessed on-line please direct your question to:

- ✓ Question about grades – email or call the teacher
- ✓ Question about attendance or contact information – email Louie Manuel at manuell@maplelake.k12.mn.us

[Request Username and Password](#)

Maple Lake Elementary School - Grade 6 - Parent Portal - On-Line Parent Access

Parent Portal:

This portal tool provides access to confidential information for parents about student attendance, schedules, grades, and more via the internet. If you are interested in having on-line access to this information, please try the following:

Account Set-up:

- Access the school's website by going to www.maplelake.k12.mn.us
- Click on the Elementary School Link.
- Read **important information for parents** (Below) for setting up and using your account. If you have a password for the High School, STOP that password works for grade 6.
- Click on Request Username and Password at the bottom of this page, this will open your email.
- Type in your name, student's name and preferred password (optional).
- Click send
- The Maple Lake Elementary School Staff will email your user name and password. *This may take a few days, please be patient.

Logging On:

- When you receive your user name and password:
- Access the school's website by going to www.Maplelake.k12.mn.us
- Click on the Maple Lake Elementary School Link.
- Click on Parent Portal
- Type in Username and Password

Important Information for Parents:

- The username is automatically set as the last name of the parent in the contact information we have in our system.
- If you would like us to set the password to one that you prefer please include in the request email. If you do not give a preferred password we will assign one to you.
- You must set your browser to accept cookies to be able to access this information.
- We do not require the teaching staff to have a set number of assignments, tests, etc. Each individual teacher sets their own grading structure for each class and was communicated to the students at the beginning of each term.
- Do not expect changes in a student's grade on a daily basis. The Teaching staff works extremely hard at reducing the turn-around time between when an assignment is handed in and when the grade is recorded in the grade book. The staff will try hard to keep the grade book up-to-date.
- Make up work. If a student is absent and has not done an assignment it will be recorded as either a zero or an asterisk in the grade book.

- If the student receives a zero, it will negatively affect the student's grade until the work is turned in, corrected and recorded. This should not be cause for alarm unless the student misses the deadline for turning in the work.
- If the student receives an asterisk, the assignment will not be figured into the current grade. Once the assignment is turned in, graded and recorded it will be figured into the grade.
- The beginning of a term is when teachers are setting expectations, reviewing procedures, etc. and not necessarily grading work. It is not uncommon to get 1-2 weeks into a term before a grade is recorded.
- If class is working on a major project
- If a staff member uses Professionalism, Participation, etc. as part of a student's grade they are expected to update that part of the grade every three weeks.
- When looking at your student's progress report pay close attention to "Weight". Each of the categories at the left is weighted as a percentage of the total grade.
- At this time the staff is not using the Lessons section of the Progress Reports/Lessons screen.
- Attendance: The recordkeeping for student attendance at a high school may appear very inaccurate at times due to numerous circumstances. We do our best to update and correct mistakes as they arise but they may not be reflected on-line immediately. Scenario: A student comes late to school. His/her teacher marks the student absent at the beginning of the period and begins the lesson for the block. The student enters the classroom after the lesson has begun. In this situation the teacher is not going to stop the lesson, log into class attendance and switch the absence to a tardy. The staff member will make the change at the end of the hour or whenever time permits.

If you have questions about the accuracy of the information accessed on-line please direct your question to:

- ✓ Question about grades – email or call the teacher
- ✓ Question about attendance or contact information – email Suzee Schaunaman at schaunamans@maplelake.k12.mn.us.

[Request Username and Password](#)