HENRY FORD ACADEMY'S

MISTAR ParentPortal is a free online resource that provides parents/guardians direct access to student data via the internet. Using a confidential PIN (Personal Identification Number) and password, parents/guardians can connect to the Academy's student database and view their child's data, including class schedules, assignments, class attendance, progress reports, report cards and transcripts. PIN's are system generated, however parents/guardians must create a password and complete the MISTAR ParentPortal Password Request Form in order to access the MISTAR ParentPortal.

TO LOG IN TO ParentPortal

From a computer with internet access, open a web browser (e.g. Chrome, Firefox, Microsoft® Internet Explorer, etc.), and follow steps listed below:

Either click on the button or MISTAR ParentPortal link found on the HFA website and Parent Organization webpage or copy and paste this link https://sis.resa.net/HenryFord/ParentConnect into your browser.

Enter your PIN and Password and click Log In

    Need Your Log In Information?

    Click on the link that says
    Need Your Login Information?

Enter the email address you provided on the MISTAR ParentPortal Password Request Form and click Submit. Your information will be immediately emailed to the address on file.

If you are experiencing problems with your PIN or PASSWORD, please email Ms. Carr-Tatum at ccarr@hfa-dearborn.org.

NAVIGATE THE SITE

My Account | **Email Notifications** | **Help** | **About** | **Sign Out**

My Account	Email Notifications	Help	Sign Out

Change your	Setup daily emails for
	
	    --School News
	    --Attendance
	    --Assignments
	    --Report Card
	    --Behavior
		Help with navigating MISTAR ParentPortal	Sign out of MISTAR ParentPortal when you are finished

SELECT A STUDENT

- If you have only one student at HFA, click on your student's name or picture to expand the menu.
- If you have more than one student enrolled in HFA, you will have the opportunity to view data for each student by selecting the student from the list

NAVIGATE STUDENT DATA

+ News
+ Demographics
+ Contacts
+ Schedule
+ Attendance
- Assignments
- Marks
+ Transcript
+ GPA
+ Grad Rqmnts
+ Behavior
  Print Info

There is a list of menu items on the left side of the screen which allow parents/guardians to view different types of data for the selected student, such as, Demographics, Attendance, Assignments, etc.

Click the (+) icon next to the item to expand that information item. You can expand some or all items at the same time.

The system will remember what menu items you have expanded so the next time you login, the same items will be displayed.

Click the (-) icon next to the menu item if you do not wish to that information item displayed.

To view the same items for another student, click the (+) icon next to your student's name to show the list of your students. Click the student you wish to view.

THE STUDENT DATA NAVIGATION MENU HFA USES MAY SHOW DIFFERENT SELECTIONS THAN LISTED ABOVE

EXPLANATION OF STUDENT DATA LINKS

NEWS
- Click on the links within the calendar for Academy News. Some teachers also post assignment due dates to this calendar.

DEMOGRAPHICS
- The Demographics tab shows essential information for your child, such as name, address, telephone numbers, birth date, counselor, etc. This is available so parents can check the accuracy of the information, as it exists in the school's student database.
- Inaccuracies or misspellings can be reported to the Academy office.

CONTACTS
- The Contacts tab displays emergency contacts for your student.
- To update who is listed as an emergency contact, please contact the Academy office.

SCHEDULE
- Click on the Schedule tab to display your child's daily schedule for the current trimester.
- Click on the "Show All" box on the far right side of the gray shaded SCHEDULE line display all trimester schedules.

ATTENDANCE
- This tab displays a record of your child's attendance entries for the current school year.
- Teachers generate the attendance entries.
- Entries of concern should be discussed with your child before calling the attendance office.
- Check the "Show All Detail" box on the far right side of the gray shaded ATTENDANCE line to display detailed information for each absence in the current trimester.

ASSIGNMENTS
- The Assignments tab shows assignments, exams and quizzes within each class.
- The default view only displays assignments for the current week and the prior week. Click on the "Show All" box on the far right side of the gray shaded ASSIGNMENTS line to view all assignments for the current marking period.
- Assignments in red are considered late or missing.
- Teachers sometimes add detailed information for assignments. Click on icon to the left of the assignment to view more details about the assignment.
- Click on the icon to the right of the Current Trimester High School Grade to print a current progress report for the class.

PULSE
- Pulse displays a one line summary of each current trimester class, showing class name, teacher, block, term, current grade and percentage, number of absences, number of tardies, and number of missing assignments.
- This information is updated daily after midnight.

MARKS
- Marks displays Progress Reports and Report Cards for each Trimester.
- Click on the icon on the right within the Report Card to view additional teacher comments.

TRANSCRIPT
- This tab displays the complete history of marks and credits earned for your child.
- This information can be sorted by

GPA
- The GPA tab displays a summary your student's academic record at the end of each report card marking.
- Cumulative information, Class Rank, and Class Size are recalculated each card marking.

GRAD RQMNTS
- The Grad Rqmmts tab shows the required subjects, the total number of credits required for that subject, actual number of credits for that subject and remaining number of credits needed to meet the required credits for a subject.
- A check mark in the Reqmt Met column indicates the credit requirement for that subject has been satisfied.

TESTING
- The Testing area displays testing information on your student, the test name, date taken, grade received, test score and if the student passed the test.
- This tab does not pertain to all students, therefore, parents may see NO DATA AVAILABLE in this area.

BEHAVIOR
- This tab shows any current year behavior issues with students. It outlines the date, incident, student's involvement, the action taken by the Academy and the penalty received.
- To inquire about your student's behavior, click on the "Email School Personnel to Inquire About Behavior Information" link.
- If there has been no behavior incidents reported, parents will see NO DATA AVAILABLE.

SPECIAL EDUCATION
- The Special Education tab shows information for those students in a Special Education Program and provides information on the Program, Entry Date, Exit Date and Instructional Setting.
- This tab does not pertain to all students, therefore, parents may see NO DATA AVAILABLE in this area.

PRINT INFO
- Use this tab for easy printing of your student's information within the following tabs: Demographics, Contacts, Schedule, Attendance, Assignments, Pulse, Marks, Transcript, GPA, Testing, and Behavior.
- To print, click the (+) icon for the tab(s) to display the information you wish to print and then click on the Print Info tab.
- Make sure to check the "SHOW ALL" box to print all the data with a tab.