Information in Parent Self Serve (PSS)

- Parents are able to see attendance, assignments, Progress grades, and Report Card grades and comments.
- Parents are also able to e-mail their child’s teachers from within PSS as well as set up automatic e-mail notifications for attendance and grades.
- You must use the latest versions of Internet Explorer, Apple Safari or Mozilla Firefox to access Parent Self Serve. Make sure that you allow pop-ups for this site in your web browser.

Log into Parent Self Serve

After registering and receiving approval, a parent can go to one of the following locations to access a link to Parent Self Serve.

- Link on the LISD website under the Parent tab at www.Lancasterisd.org/district/parent.jsp
- Your child’s Campus webpage. – Parent Self Serve Link
- Go directly to https://lancaster.tx01.teams360.net/selfserve/parent/

Select the Parent Self Serve Login Button or the Existing Users, please sign-in link.

If you cannot remember your password, go to a login link, select Forgot Password, enter your User ID, and then correctly answer your Security Question to reset your password. If you do not remember the answer to your Security Question, you will have to contact the campus to reset your password.

Note: PSS will log out if there is no activity for 30 minutes. You will have to log in again to continue viewing.

Viewing Student Information

After logging in, click on the child’s name to highlight. This will make the tabs display. If you have a child or children in the district that are not showing in the list, contact each child’s campus to get the student(s) connected.

View Assignments and Grades

To view assignment details click on either the Report Cards or Progress Reports tab.

- The current averages will show until Progress or Report Card grades have been posted. Grades in red are running averages and not final. Grades in black have been finalized.
- Click on a grade in a report column and the Assignments tab will be added to see all current assignment grades.
The Assignment view will be divided into three categories used in the gradebook, along with the weight assigned to each category. Any notes or attachments the teacher has added will also be available. Grades in red are running averages. Each set of grades will display the category name, the average in the category and the weight the teacher has assigned.

To return to view other subject assignments, click the Report Card or Progress Report tab and click on a grade in a report column.

Edit Contact Info
Your contact information is contained on the Edit Contact Info tab.
- If you wish to set up automatic e-mail notifications or email teachers, you need to add your e-mail address.
- On the Edit Contact Info tab Click on the Edit button to add or make changes. Marking Private means that the e-mail entered will not show up on printed reports.
- Other contact information can also be updated on the Edit Contact Info as well.

Set Notification Preferences
You can receive automatic notifications when your child has an absence or tardy, a missing assignment grade, or when an average drops below a certain grade.
- On the Notifications tab click each item for which you want to receive a notification.
- You must turn on Daily Attendance Summary if you want to receive Unexcused Absence and Tardy notifications.
- Attendance notifications will be sent at 3:00 p.m. each day.
- The summary report for grades will be sent at 3:00 p.m.
- If you do not receive the emails, look in the spam folder.

Email Teachers
You may e-mail your child’s teachers directly from PSS.
- Click on the Email Teacher tab. Use the drop-down menu on the Teacher line to select the teacher you want to contact. Then enter the message and send.
- The teacher’s name listed on the Report Cards or Progress Reports tab is also a direct email link.