



# Parkway West Career and Technology Center

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Dear Parent/Guardian:

Parkway West Career and Technology Center (PWCTC) offers a component for monitoring your child's school records. This component is called "Parent Portal". The Parent Portal allows you to access your child's grades, attendance, and discipline records from home, or anywhere you have computer access 24 hours a day.

However, for you as a parent/guardian to establish this connection, **we will need to have your email address.** In order to access the Parent Portal, you must complete the Father's Email/Mother's Email address portion on the enclosed Parental Consent/Emergency Information form and have your child deliver this form to their program instructor. The parent portal form can also be accessed on the PWCTC website [www.parkwaywest.org](http://www.parkwaywest.org) by clicking on the parent tab.

Once your email information has been added to the Parent Portal, you will be able to view your child's Parkway information by following the directions on the PWCTC website ([www.parkwaywest.org](http://www.parkwaywest.org)). When you access the PWCTC website, you will click on the icon for "Parent Portal". After clicking on the icon, you will follow the directions to access your child's information.

**The Parent Portal has replaced quarterly progress reports.** Reviewing the Parent Portal will give you an up-to-date report anytime you access it.

If you have questions regarding the Parent Portal, please contact the school at 412-923-1772. We are excited to partner with you in helping your child find success at Parkway West CTC.

Sincerely,

Brock J. Snedeker  
Assistant Director

BS/bg