SHULEOS · PARENTS

Parent quick guide

See how your child is doing at school, and what is owed, from your phone or computer.

How to sign in

1. Open: _____ (your school's address + /parent/login)
2. Type your **email or phone number** (the one the school has for you) and your **password**.
3. The first time, choose your own new password. Keep it private. Forgot it? Ask the school office to reset it.

WHAT YOU CAN SEE

MENU ITEM	WHAT IT SHOWS
My Children	A summary of each child: attendance, latest exam average, report cards, fees and homework.
Attendance	Present, absent, late and excused days on a calendar, and the attendance rate.
Timetable, Exam Timetable	The weekly lessons, and the dates, times and rooms of exams once published.
Homework, Lessons	What to do at home and what is overdue; what has been taught in each subject.
Results, Report Cards	Marks and grades for each exam; released report cards to view and download.
Fees	What is owed, when, and how to pay; invoices, receipts and the statement.
Messages, Calendar	Every message the school sent you; term dates, holidays and events.

If you have more than one child, tap a child's name at the top of the page to switch. Some parts may be switched off by your school.

HOW TO PAY SCHOOL FEES

1. Open **Fees** and read what is owed and when it is due.
2. Pay at the school's bank or by mobile money, as shown in the **How to pay** box.
3. **Always use your child's control number as the payment reference:** _____
4. Keep your slip or mobile money message. The school records your payment, and it appears under **Payments & receipts** with a receipt you can open.

You cannot pay inside the portal. If a payment does not show after a day or two, take your slip to the school office.

GOOD HABITS

- Check **Attendance** and **Homework** once a week, and talk to your child about them.
- Make sure the school has your correct phone number and email, so you receive its messages.
- When a report card is released, read the teachers' comments with your child.

School office phone: _____ Class teacher: _____