

Introduction

Parents/Guardians with eligible children to receive Supplemental Educational Services (SES), can select the SES Providers through the Parent Portal. [For information on the State-Approved Supplemental Educational Services (SES) access the Title I Administration Web page at: [www. http://title1.dadeschools.net/choice.asp](http://title1.dadeschools.net/choice.asp)].

Locating the Parent Portal

Open the Internet browser to the M-DCPS home page at: www.dadeschools.net.

▼ Click the **Parents** tab

The dadeschools.net Parents page will be displayed.



▼ Click **Login to Portal**

The **Parent Portal Access** page will be displayed.



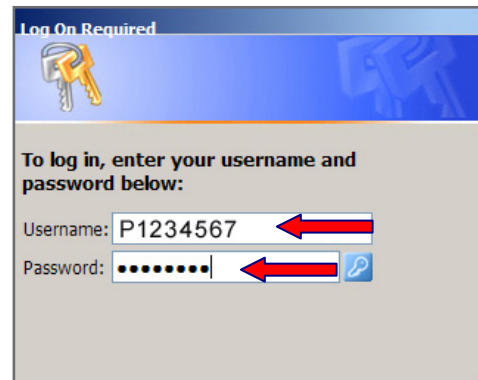
▼ Click **Login to Parent Portal**

The **Log in** screen will be displayed.

Logging in to the Parent Portal

To log in to the Parent Portal, Parents/Guardians must be registered with M-DCPS and have a user name and password. [See the *Parent Account Registration user guide on the Parent Portal Access page*].

From the **Log in** screen,



- ▼ **Type** username (example P1234567)
- ▼ **Type** password (example 12345678)
- ▼ **Press** **Enter**

Note: The first time you access the Portal, the M-DCPS Acceptable Use Policy will be displayed for your approval. Please read the terms in detail.

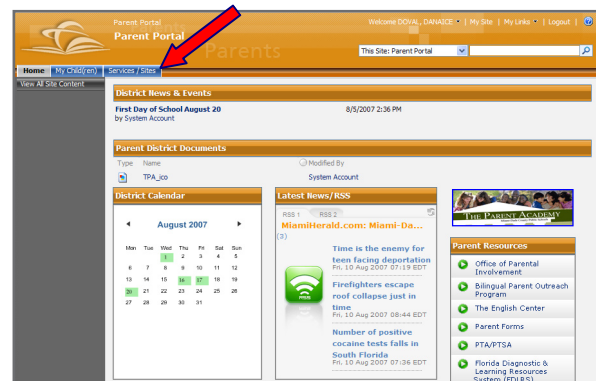
If you agree to these terms,

▼ Click **Accept**

The **Parent Portal** page will be displayed.

Parent Portal Services / Sites

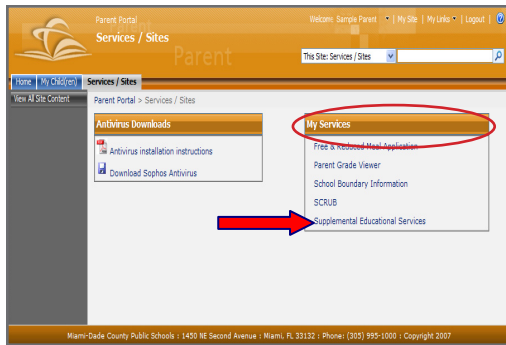
From the **Parent Portal** page,



▼ Click **Services / Sites** tab

The **Parent Portal Services / Sites** page will be displayed.

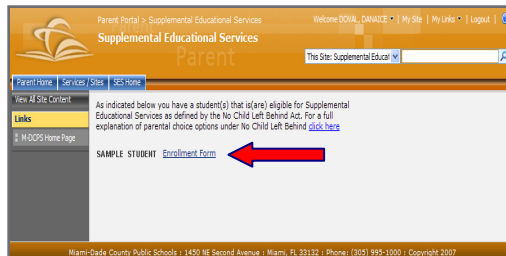
Under My Services,



▼ Click **Supplemental Educational Services**

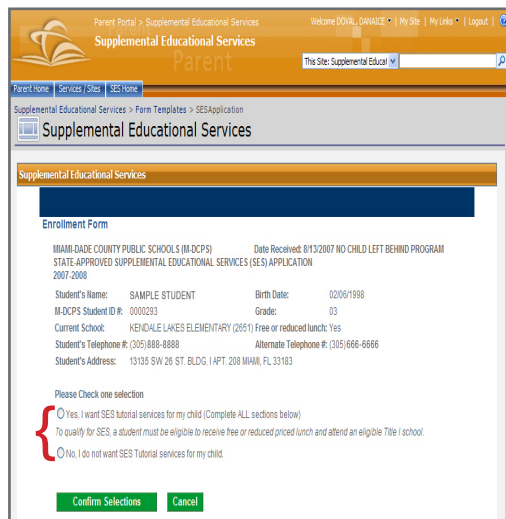
The **Supplemental Educational Services** page will be displayed. Student(s) eligible to receive SES services will be listed on the page.

When your child is entered into the system for Free and Reduced Lunch, it is necessary to allow for an overnight processing period before you will be able to access the SES Enrollment Form for your child.



▼ Click **Enrollment Form**

The **Enrollment Form** will be displayed.



Parents/Guardians must confirm selection by choosing one of the two options available.

- Yes, I want SES Tutorial services for my child.
- No, I do not want SES Tutorial services for my child.

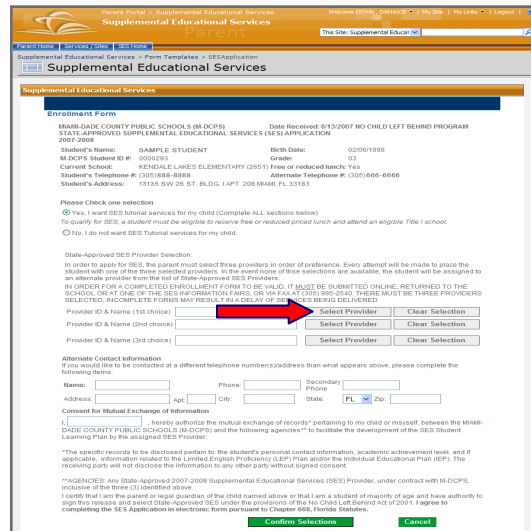
Selecting SES Providers

To apply for SES Tutorial services, the parents/guardians must select three providers in order of preference.

From the Enrollment Form,

▼ Click **Yes, I want SES Tutorial services for my child.**

The form will expand to show the Providers information.



▼ Click **Select Provider (first choice)**

The list of providers will open.



The list of Providers will say **First Choice** on the top. Providers are listed by **Providers in your zone** and **Providers in other zones**.

▼ Click to select your first choice provider

The list of SES Providers will close as soon as the Provider is selected.

The name and ID of the selected provider will appear in the provider's first choice field.

Repeat the process to select providers for the second and third choice.

If you would like to be contacted at a different telephone number and address than what appears at top of form, complete the **Alternate Contact Information** section on this form.

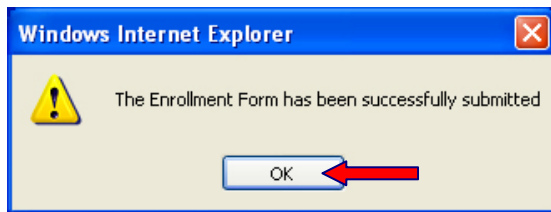
Under Consent for Mutual Exchange of Information,

- ▼ **Type** your name

When finished,

- ▼ **Click** **Confirm Selection**

The message **The Enrollment Form has been successfully submitted** will be displayed.



- ▼ **Click** **OK**

Important: Your Enrollment Form is not finalized for the assignment process unless you do this.

The **Enrollment Form** will be displayed.

Updating and Printing the Enrollment Form

The options **Update Selections** and **Print for your Records** will display at the bottom of the form.

To make changes/updates to the Enrollment Form,

- ▼ **Type** necessary changes
- ▼ **Click** **Update Selections**

The new information will be updated and submitted.

To print the Enrollment Form,

- ▼ **Click** **Print for your Records**

To exit the Portal,

- ▼ **Click** **Logout**
- ▼ **Click** **Close** **Internet browser**

Whom to Contact for Assistance

For questions regarding **Title I Supplemental Educational Services (SES)**, contact **Title 1 Project Administration** at (305) 995-3075.