

Parent Portal Question Responses



Communication>Parent Portal>Parent Reports>Question Responses

Permission: Reports - Parent Portal

This report allows districts to review parent portal question responses. The report results can be customized to display specific questions and list only those who have not responded. Reminders can be sent to the student contacts who have not responded by sending letters created under *Student Data>Mailings>Add/Maintain* or for districts using the Realtime Notification module, by sending notification messages. There is also an option to export the report.

To learn how to set up questions, review the Help Document titled [Help - Portal - Parent - Questions](#). To set up the questions, go to *Communication>Parent Portal>Parent Maintenance>Questions*. Answer types are set up under *System Admin>System Settings>District Settings>Student Custom Fields*. Answers will populate in the student's Custom Field area on their *Personal>View/Maintain* tab or *Federal* tab.

1. Complete the filters below and click **Submit**.

Location:

Question:

Grade:

Homeroom:

Response Date Range: -

Filter:

To see **ALL** responses for a school year, set the Start date to when the district opened the portal for that school year.

2. Below is a sample of the report.

What is your students license plate number?				
ID	Student	Value	Contact	Date
911653	Abate, Johnny	ABC-123	June Abate	10/20/2020 03:24 PM
911438	Edwards, Abigail			
911413	Fenton, Jonathan	55	Tim & Mary Fenton	09/15/2020 04:01 PM
911452	Gormally, Jill			
911103	Hanson, Grant			

File Name

[Download zipped file - PPQ_Responses.csv20201021083004.csv](#)

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Click the links for the export. The export also shows the contact's main phone and address.

Click here to create reminder letters.

For districts using the Realtime Notification module, click **Create Notification** to create a notification recipient list based on the report results and go to *Notification Setup*.