

The Source User Guide for Parent/Guardians

Welcome to The Source – the Seattle Public Schools (SPS) online parent portal that allows families to access information about their student’s academic progress.

Information Available on the Source

Information	Grade Levels	Description
Grades and Attendance	All grades	Displays an overview of the student’s current schedule, attendance, and secondary student grades. K-5 grades are not displayed on The Source. Contact your student’s teacher if you have questions.
Grade History	Grades 6-8 only	Displays a list of final grades for secondary students but is not an official transcript.
School Information	All grades	Displays the school’s address and main phone number.
Class Registration	Grades 5-12 only	Online form for students in grades 5-12 to select courses for the upcoming school year using this feature during a specific timeframe. Parents and guardians may view choices, but only students are able to select classes.
Assessments	All grades	Displays assessment results while enrolled in SPS.
Books, Fines and Fees	All grades	Displays the student’s current library record, fines, and fees assessed by the school, their SPS device, checked out technology and textbooks. Contact the school office if you have questions.
School Choice	All grades	Online form available annually in February for parent/guardians to apply for their student to attend a school that is not their assigned neighborhood school. Contact schoolchoice@seattleschools.org or call 206-252-0760 if you have questions.
Schoology Access Codes	Grades 6-12 only	Access codes specific to each student that enable a parent/guardian to set up a Schoology user account. Learn more about Schoology.
Advanced Learning	Grades 1-9 only	Displays the student’s program eligibility and/or final eligibility results from the current identification and eligibility cycle. Contact the Advanced Learning Customer Care Team at advlearn@seattleschools.org if you have questions.

Information	Grade Levels	Description
Elementary Progress Reports	Grades K-5	Parents and guardians may view or download their student's progress or performance reports by selecting the left menu item, then clicking the PDF link. The PDF will open based on browser settings. Note: Elementary Progress Reports and Secondary Performance Reports are not on student The Source accounts.
Secondary Performance Reports	Grades 6-12 only	Parents and guardians may view or download their student's progress or performance reports by selecting the left menu item, then clicking the PDF link. The PDF will open based on browser settings. Note: Elementary Progress Reports and Secondary Performance Reports are not on student The Source accounts.
Data Verification Form	All grades	Online form available annually in September for parent/guardians to update their student's information for the new school year. Contact servicecenter@seattleschools.org if you have questions about the form.
SchoolPay	All grades	At participating schools, parents and guardians may review and pay all student fees or fines using SchoolPay. Contact your student's school if you have questions. Contact SchoolPay support if you have a technical issue: support@schoolpay.com or call 833-731-2600.
Snow Routes	All grades	Displays a copy of the student's current year Snow Route mailer for students receiving SPS transportation in PDF format. This same information is also mailed. Questions? Contact the Transportation department at 206-252-0900
Preferences	All grades, Grades 6-12 only	Two online forms. One for parent/guardian password management and one for parent/guardians of students in grades 6-12 to document their Naviance decision (opt in or opt out). If you elect to opt out of Naviance, you will be sent an email documenting your decision from naviance@seattleschools.org . Learn more about Naviance.
Help	All grades	Tips and frequently asked questions (FAQs).

How to Log into The Source and open the Advanced Learning page

1. Go to the login page for the Source: ps.seattleschools.org/public.

the source

Parent, Guardian, and Student Login

Username

Password

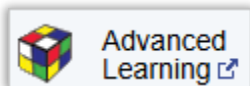
Login

Parents & Guardians
[Sign Up!](#)
[Forgot your password?](#)



Students
Log in with your SPS username (without @seattleschools.org) and password.
[See the Student Username and Password page](#) for more information.

PARENTS/GUARDIANS: Your Source username is the email address on the school record. Contact the school to confirm your email address.
[LOG IN TROUBLE?](#)
PARENTS/GUARDIANS: Trouble reaching some features? Clear the cache on your browser, close and reopen **TWICE** to resolve the problem or try a different browser.
STUDENT DEVICE TROUBLE? Email: laptops@seattleschools.org
[STUDENT EMAIL ADDRESSES](#)
STUDENT RESOURCES: **SOURCE** username **example:** 1student
[ELEMENTARY PROGRESS REPORTS & SECONDARY PERFORMANCE REPORTS](#)
[STUDENT NAMES AND GENDER DESIGNATIONS](#)

2. Type in your username and password.
3. Click **Login** to display the home page of The Source.
4. On the home page, locate the **Advanced Learning** link in the left menu and click on it.



The Advanced Learning page displays a table of eligibility results specific to your student. At certain times of the year there may be additional links visible on the page.

Eligibility Results						
Eligibility Year	Eligibility Decision	Evaluation Year	Evaluation Grade Level	Evaluation Details	Eligibility Letter	Letters and Forms (DocuSign)
2024-2025	Highly Capable (HC)	2023-2024	8	*		-
2022-2023	Advanced Learning (AL)	2021-2022	6	*		-
2018-2019	Not Eligible	2017-2018	2	view		-
2017-2018	Not Eligible	2016-2017	1	view		-

See the following section for a description of each column in the **Eligibility Results** table.

Advanced Learning Information on The Source

The Advanced Learning page displays a table of eligibility results information specific to your student.

Column Heading	Description
Eligibility Year	The school year the student is eligible for Advanced Learning services based on the eligibility decision for each eligibility year. Learn more about the 2024-25 Identification and Eligibility Process.
Eligibility Decision	The decision based on the evaluation for the student.
Evaluation Year	The school year in which the student was evaluated.
Evaluation Grade Level	The student’s grade level at the time they were evaluated.
Evaluation Details	A link or an asterisk displays in this column. The asterisk in this column that directs the parent/guardian to the note below the table.
Eligibility Letter	A link to a PDF file displays or this column is blank if there is no letter to display.