

Parent Portal — User Guide

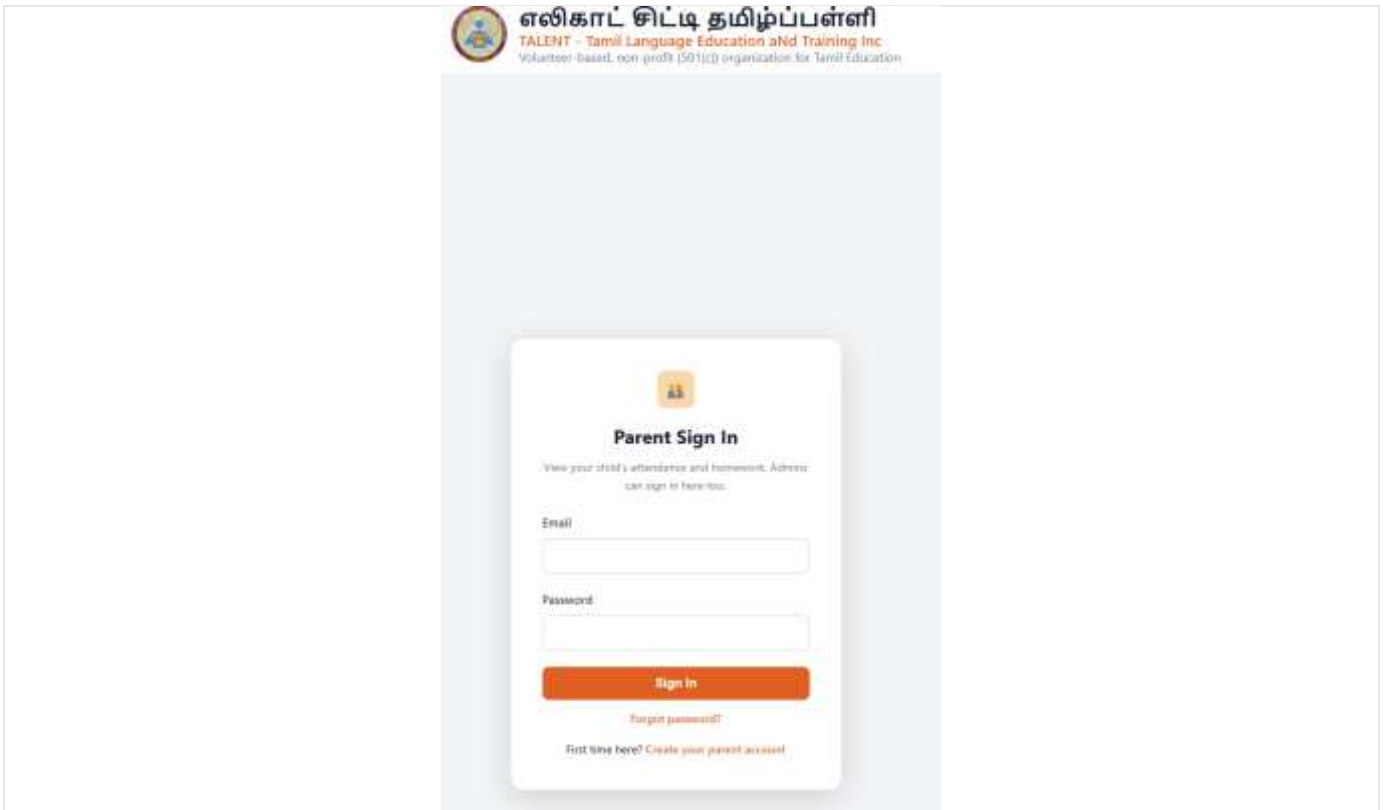
Everything you can do as a parent, in the order you'll likely need it.

1. Getting Started: Creating Your Account

You don't need an account to browse the public website, but you do need one to register a child or to use the Parent Portal. The portal is reached from the public site's "Portal ▾" menu, top right of any page:



1. Go to the Registration page (linked from the main site navigation, or "Register a Child" in Parent Portal once you're already signed in).
2. If you've never used the site before, click "Create an account" and set a password for your email. If you've registered a child before, just sign in with your existing email and password.
3. Forgot your password? Use the "Forgot password?" link — a reset email will be sent to you.



Both parents in a family can each have their own separate login if they'd like — you don't need to share one account.

2. Registering a Child

If you're not already signed in, the Registration page asks first — sign in with an existing account, or create one if you're new. Either way takes just a moment.



The screenshot shows the website for the Tamil Language Resource Center (எனிகாட் சிட்டி தமிழ்ப்பள்ளி). The header includes the organization's name in Tamil and English, along with the text "Tamil Language Resource Center and Training Inc." and "Howard County, MD 20631 (410) 321-1111". The navigation menu includes links for Home, Registration, About Us, Classes, List of Bilingual, Calendar, Resources, Portal, Contact, and Sign Out. The main content area features a large orange banner with the text "Student Registration" and "Enikaat Tamil School - Academic Year 2024-2025". Below the banner is a "Sign In to Register" form. The form includes a heading "Sign In to Register", a subheading "Already have a Parent Portal account? Sign in to access your account.", and a subheading "Don't have an account? Sign in to create one." The form has two input fields: "Email" and "Password". Below the fields is a large orange "Sign In" button. At the bottom of the form, there is a link "Forgot your password?" and a link "Don't have an account?".

The same form is used whether this is your first child ever, an additional child, or a returning student for a new school year. A few things worth knowing before you start, shown right on the form itself: classes are held Fridays at a Howard County based school, registration isn't complete until payment is made, and there's a hard deadline each year (the form shows the exact date). If your child finished Nilai 10, register them for Nilai 11 (Spoken Tamil) specifically — it's mandatory for the Biliteracy oral exam.



Student Registration

TALENT Tamil School — Academic Year 2026-2027

Signed in as [senthilsubramaniam3@testparent.com](#) — [not you?](#)

Before you begin:

- Classes are held on Fridays at a Howard County based school.
- All students — new and returning — must complete this form.
- **Registration is not complete until payment is made** (see Payment section below).
- The last day to register is **September 30, 2026**.
- Orientation date and first day of class will be announced separately.
- **Nilai 10 students:** please register for **Nilai 11** (Spoken Tamil), which is mandatory for the Biliteracy oral exam.
- Questions? Email Office@tamiltalent.org

We found a possible existing record for your family (Kavya Subramaniam). No action needed — this is just a note for our records team during review.

Student Information

Student's First Name *

Student's Last Name *

Gender *

☐ Male

☐ Female

Date of Birth *

mm/dd/yyyy



Please double-check this is accurate.

Student's Public-School Grade entering 2026-2027 *

Select grade...



1. Once signed in, fill in the Student Information section.
2. If you've registered with TALENT before, your Parent/Guardian and Address & Contact details will already be filled in from last time — check them over and update anything that's changed.
3. Emergency Contact must be filled in fresh every time, even if it hasn't changed — this is intentional, so the school always has your most current emergency information.
4. Near the end of the form: check the Liability Disclaimer box (required), and answer whether you consent to your child appearing in group photos TALENT may use in newsletters, the website, or social media.
5. Choose your payment method — Zelle (\$300, sent to payments@tamiltalent.org) or PayPal (\$315, which includes a \$15 convenience fee) — and follow the instructions shown.



தலென்ட் சிட்டி தமிழ்ப்பள்ளி

TALENT - Tamil Language Education aNd Training Inc

Volunteer-based, non-profit (501(c)) organization for Tamil Education

Home **Registration** About Us • Classes Seal of Bilingualty Calendar Resources Portal • Contact Volunteer

assumption of responsibility by TALENT, its officers, board, and employees, jointly and severally, for all damages and expenses for which TALENT, its coordinators, board members, and employees become liable as a result of any alleged act of the participant.

☐ I have read and accepted the Liability Disclaimer.

Consent for pictures — TALENT may take group photos during events for use in our newsletters, website, and social media. Do you consent to your child appearing in these group photos? *

☐ Yes

☐ No

Registration Fee Payment

Fees are per child — please pay separately for each student.

☐ Zelle — \$300.00

Send to payments@tamiltalent.org (or scan the QR code provided separately).

☐ PayPal — \$315.00 (includes \$15 convenience fee)

PayPal payment link will be provided after you submit this form.

⚠ Registration is not complete until payment is made. Please complete your payment using the method selected above. TALENT will confirm receipt of both your registration and payment before finalizing enrollment.

Submit Registration →

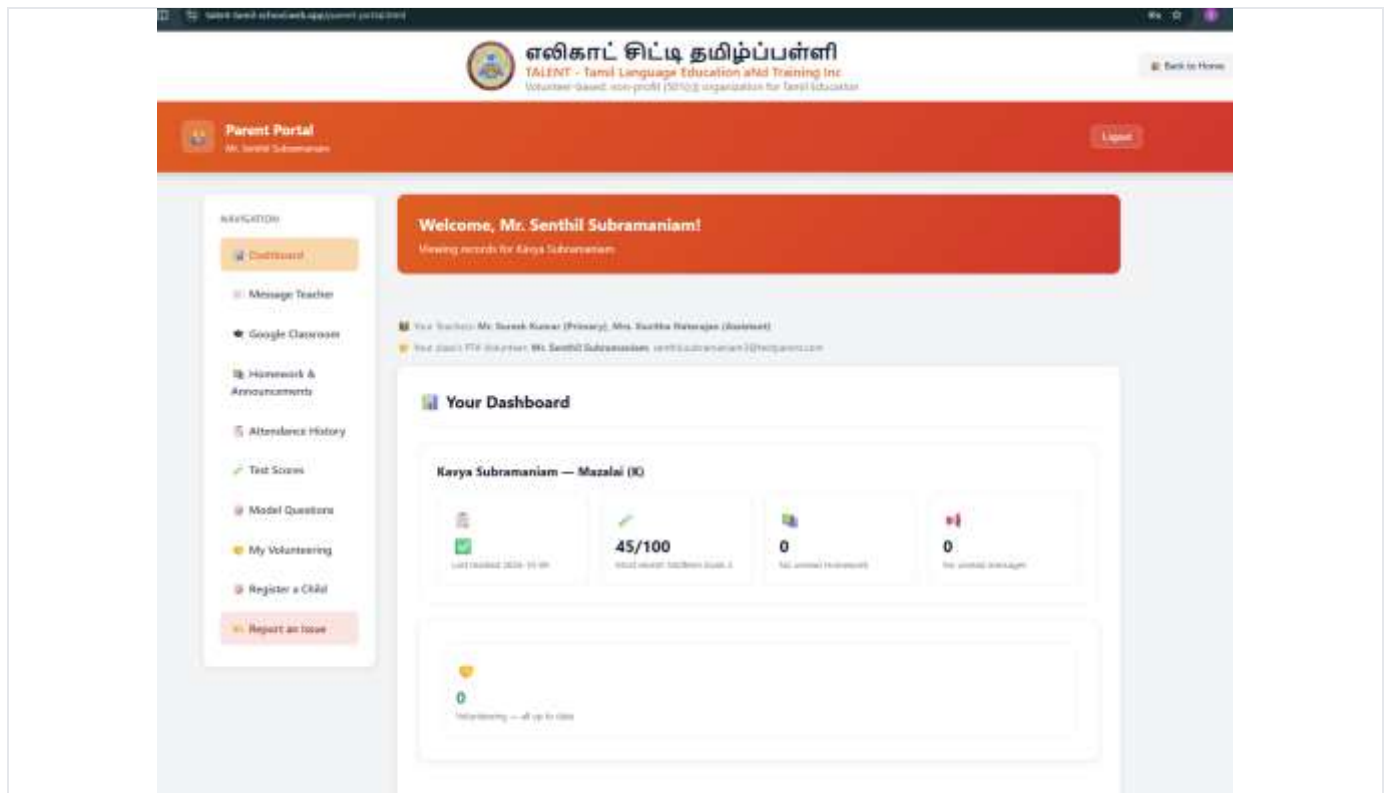
6. Submit the form. If our system spots what looks like a duplicate submission for the same child, you'll be asked to confirm before it goes through — this is just a safety check, not an error.

7. After submitting, you can immediately register another child (the form reloads, pre-filled again) or sign out.

What happens next: an ExCo member reviews your registration, confirms payment, and assigns your child's class. You'll gain full Parent Portal access to that child once enrollment is finalized.

3. Your Dashboard

The default landing view once you sign in, headed by your child's name and current Nilai. If you have more than one child, each gets their own card: last Attendance mark, most recent Test Score, unread Homework count, and unread Messages count — every tile clickable, jumping straight to that child and the relevant tab. A separate "Volunteering" tile below shows how many of your submitted interests still need something from you (consent to sign, etc.) — "all up to date" once nothing's outstanding.



4. Child Tabs & Class Info

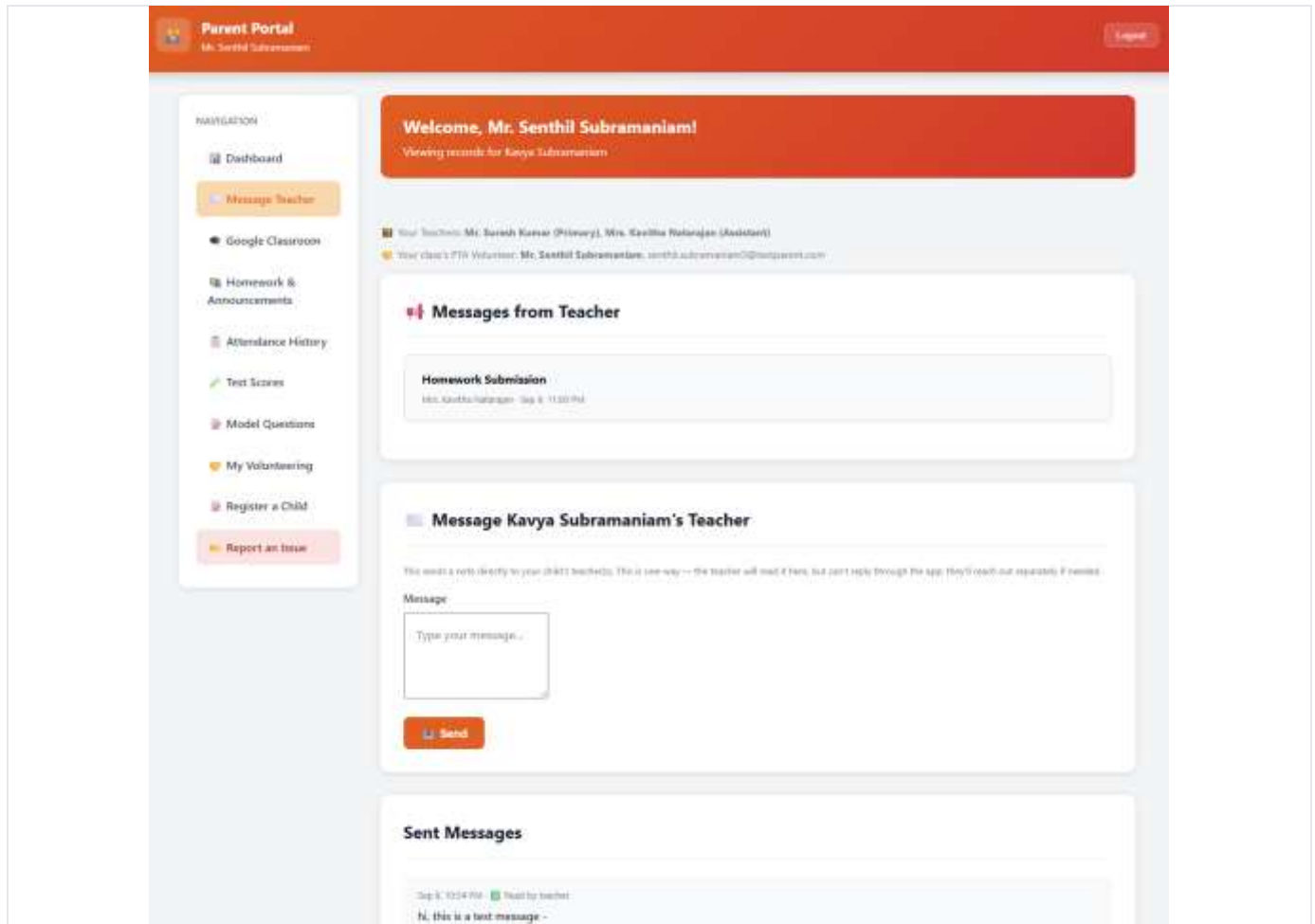
If you have more than one child, tabs near the top of most screens let you switch between them — sections refresh automatically for whichever child is currently selected. Just below those tabs, you'll see a line naming your child's current teacher(s), and — if one has been assigned — your class's PTA Volunteer contact.

5. Message Teacher

One combined screen for both directions, not two separate ones — "Messages from Teacher" (announcements to the whole class) at the top, and your own one-way note to your child's teacher below it, with your Sent Messages history underneath that.

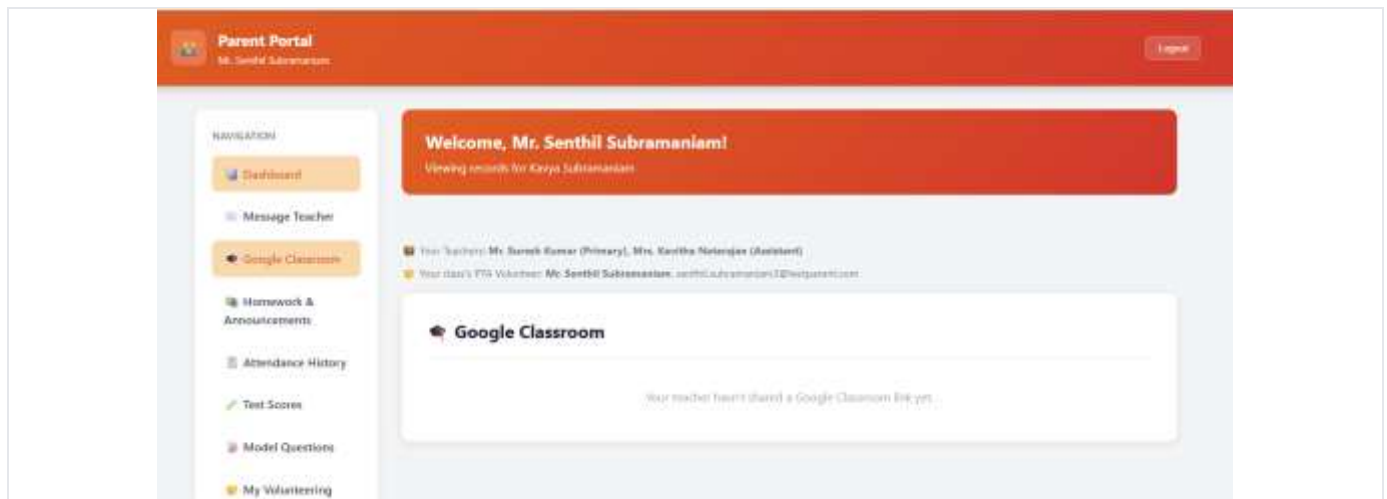
1. To read what your teacher has posted: unread messages show an orange dot and a red count badge; click any message to expand it, which also marks it read.
2. To send your own note: type your message under "Message [Child]'s Teacher" and Send. It'll show as "Not yet read" or "Read by teacher" in Sent Messages below.

This is one-way — the teacher can't reply through the app. If you need a response, please follow up by email or phone.



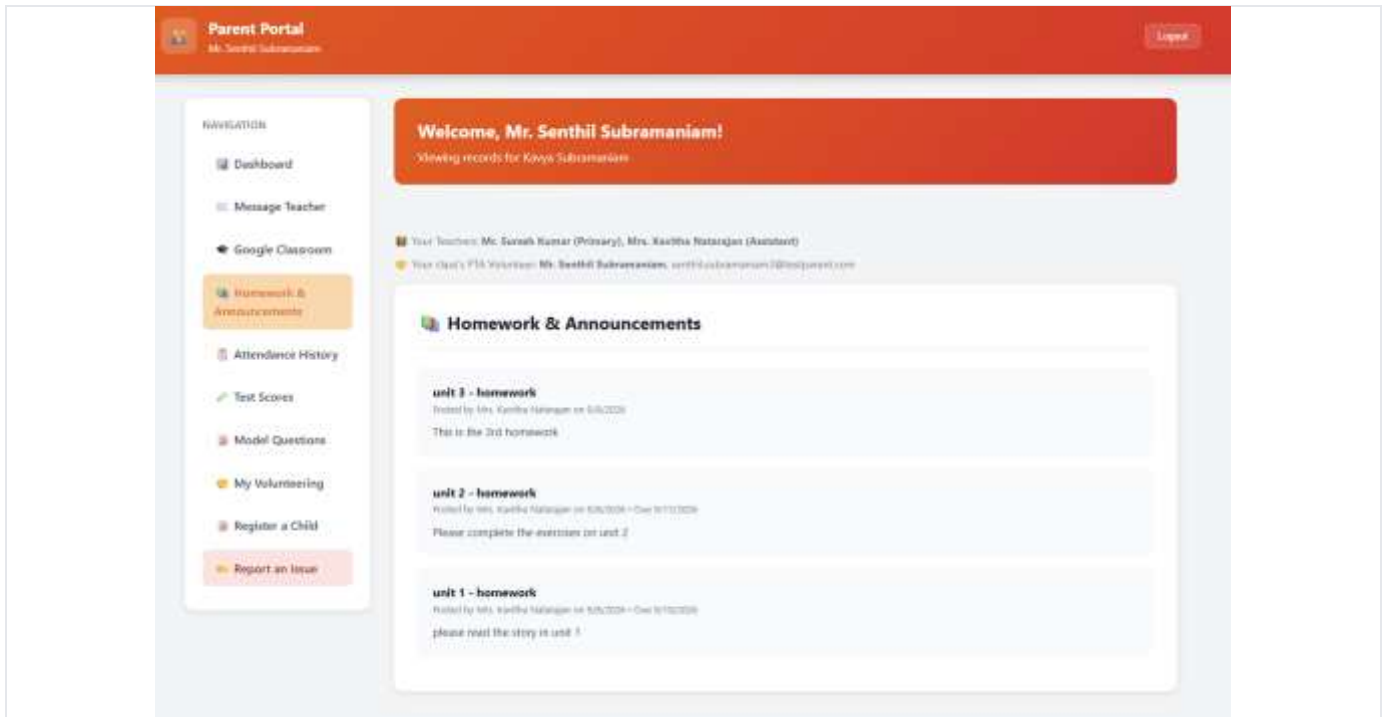
6. Google Classroom

Shows the Google Classroom link your child's teacher has set up, if any. Click through to join or access materials there.



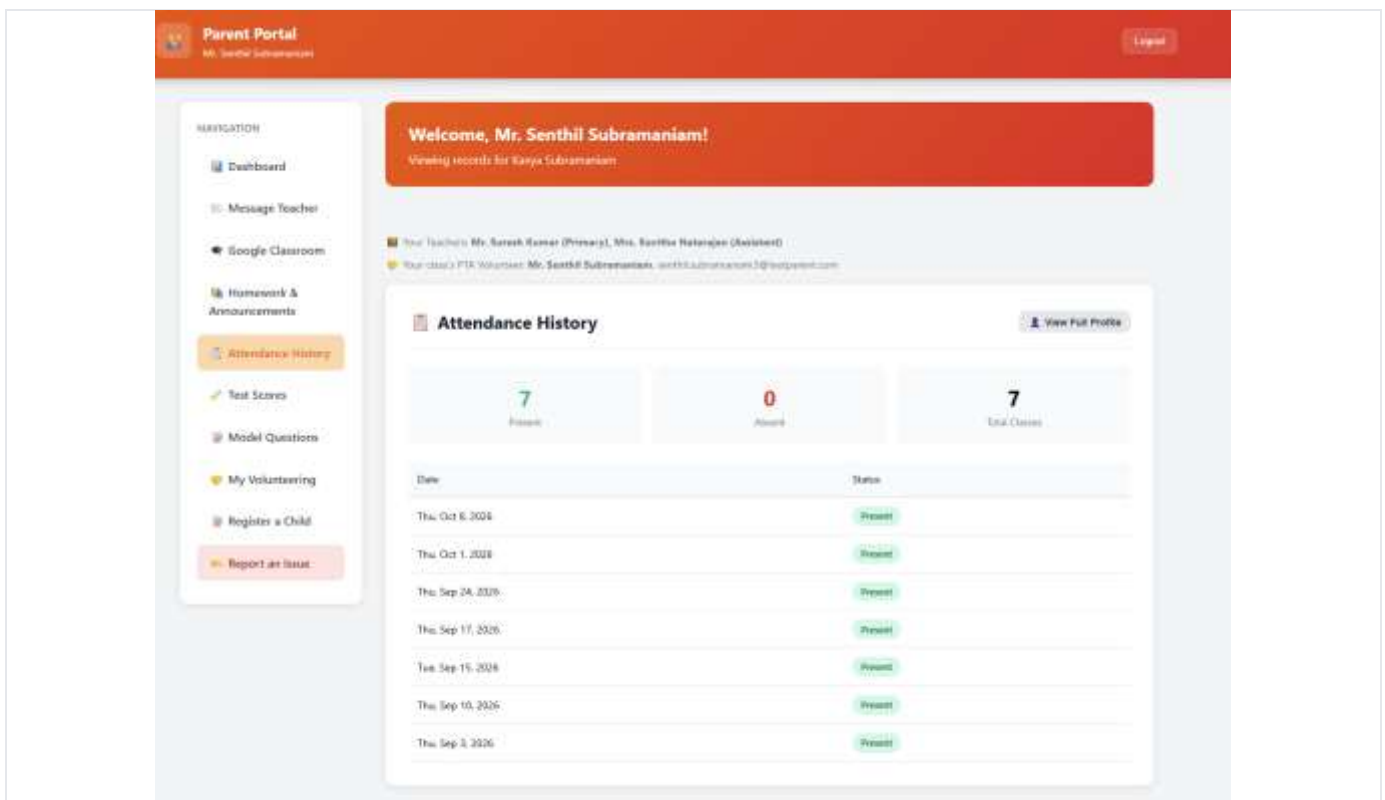
7. Homework & Announcements

Shows what your child's teacher has posted, most recent first. Unread items are marked with an orange indicator that clears once you open this tab.



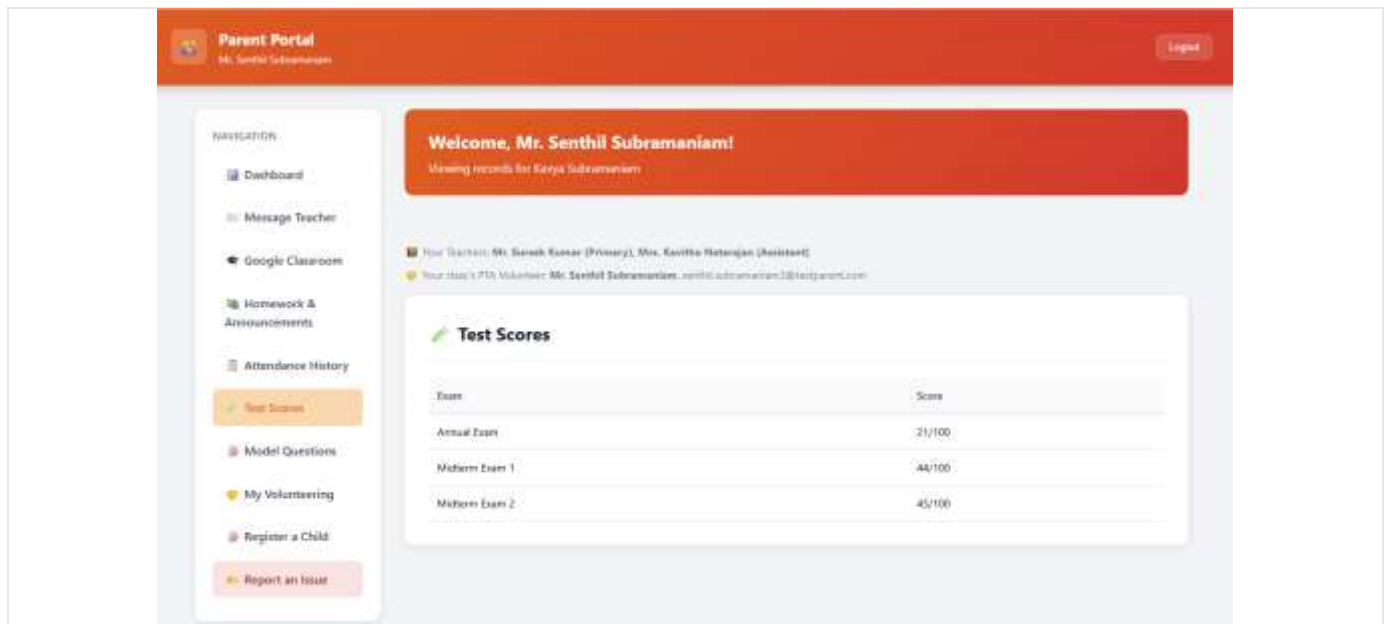
8. Attendance History

A read-only record of your child's attendance, marked by their teacher after each class, with a running Present/Absent/Total tally at the top. "View Full Profile" opens a fuller view of your child's record.



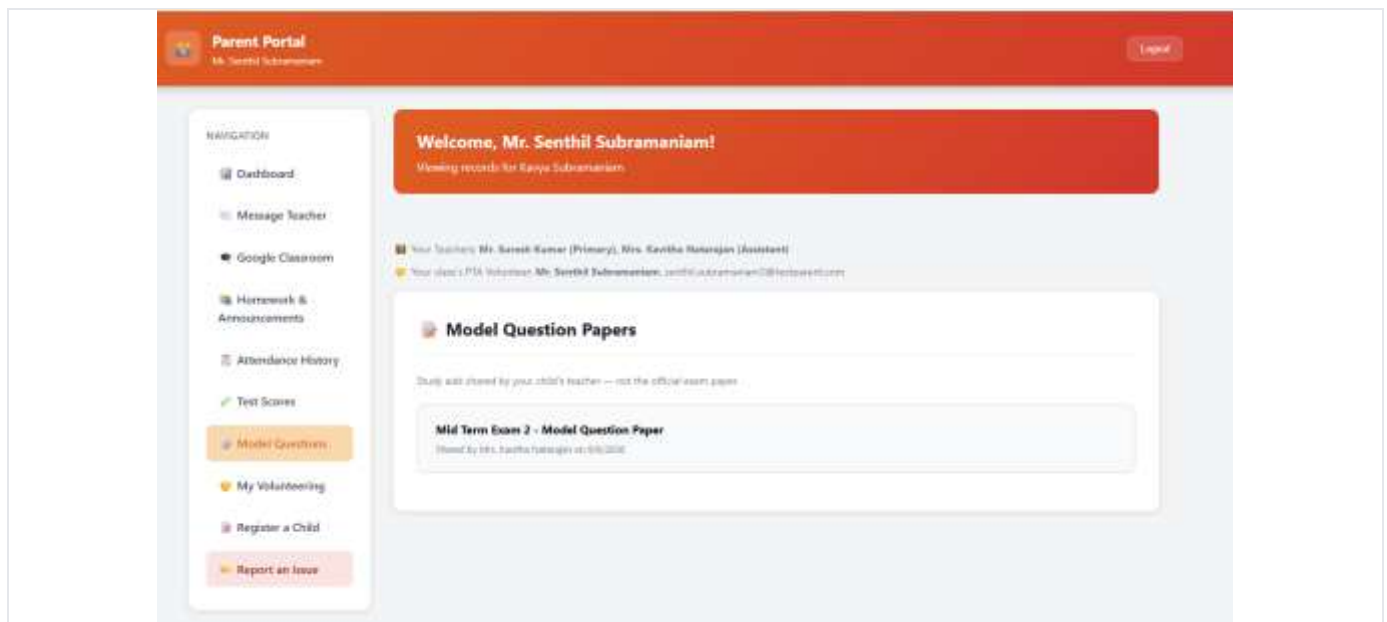
9. Test Scores

Shows your child's scores as teachers enter them, by exam. You'll see a dismissible notification banner when a new score is posted.



10. Model Questions

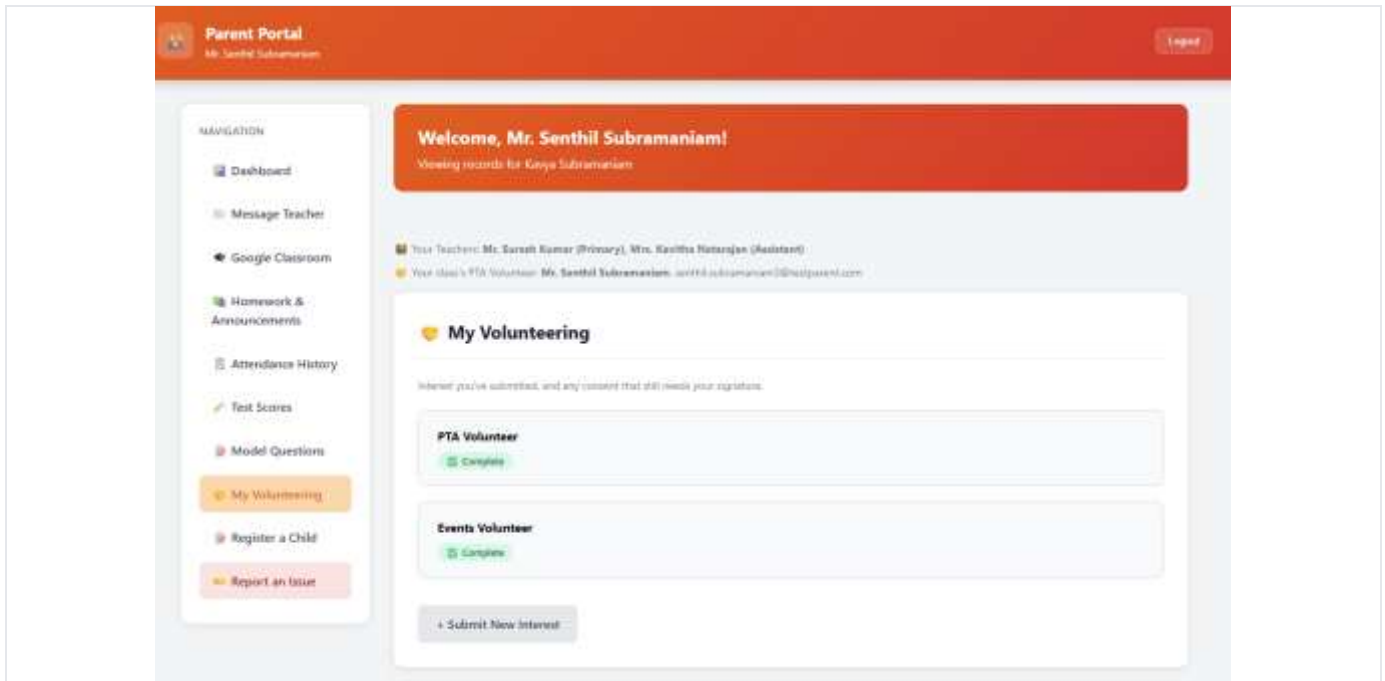
Study-aid question sets your child's teacher has shared — these are practice materials, not the official exam.



11. My Volunteering

Submit interest in volunteering, and track where each submission stands.

1. Click "+ Submit New Interest" to open the Volunteer form (pre-filled, since you're already signed in).
2. Select any roles you're interested in — you can select more than one at a time.
3. Back in My Volunteering, each submission shows its status: Pending Review, Approved, Consent Needed, or Complete.
4. If a submission is Approved and needs your consent, the relevant text appears right there — read it, check the agreement box, and confirm.
5. You can withdraw a submission yourself any time before it's fully signed. Once consent is signed, contact TALENT directly if you need to change anything.



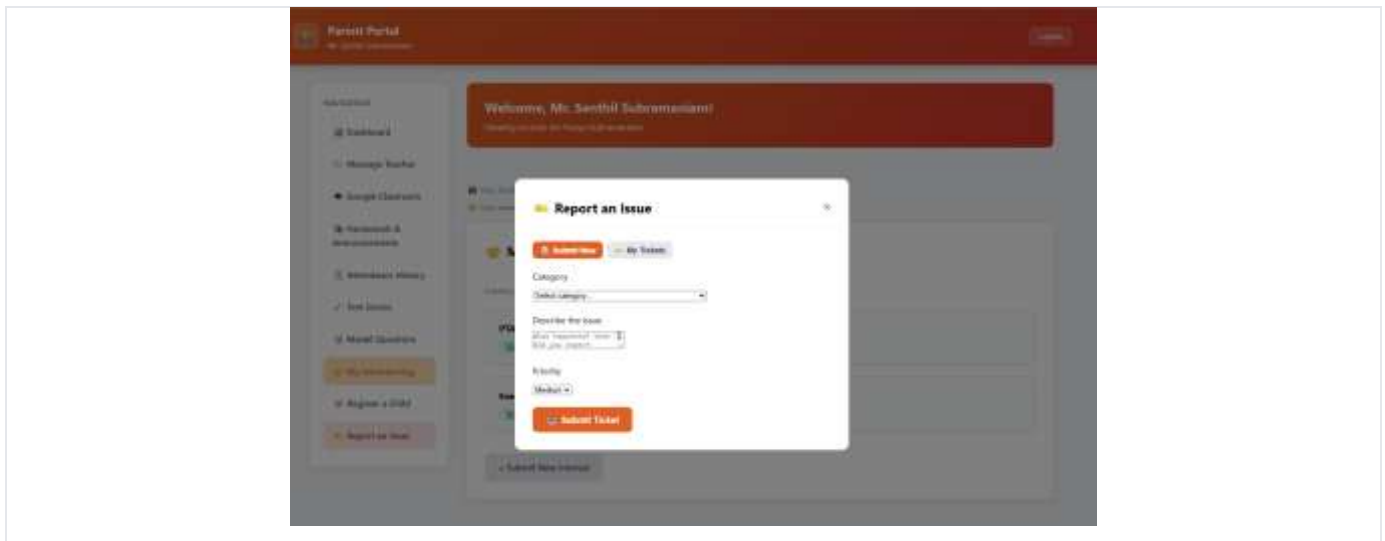
12. Change Password

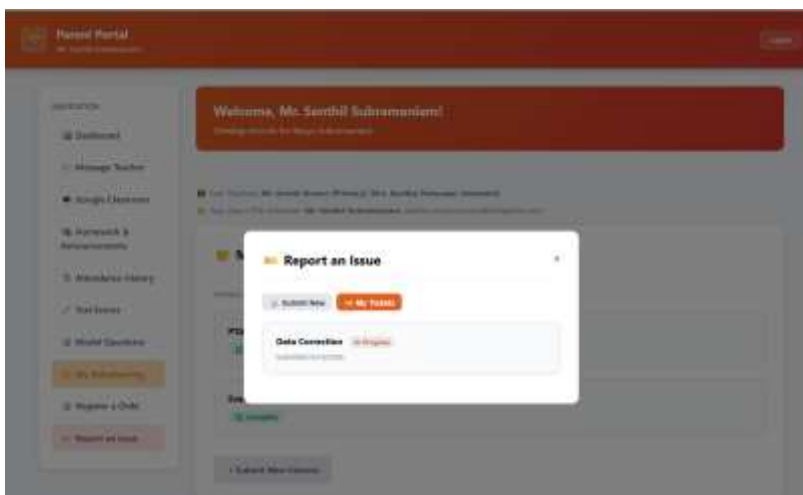
Click "🔑 Change Password" next to Logout, in the header. Enter your current password once (to confirm it's really you) and your new password twice, then save.

13. Report an Issue

Use this for anything not working as expected, or a correction needed to your information. The window has two tabs:

- Submit New — choose a category, describe the issue, and submit.
- My Tickets — every ticket you've submitted, with its current status. Click one open to see the full description and any comments from Admin, and reply directly from there — your reply lands in the same conversation Admin sees, so it's a genuine back-and-forth, not a one-way form.





14. If Your Child Graduates

A graduated child stays in your child-switcher (marked with a 🎓), but their view becomes read-only — you'll still see their full Attendance and Test Score history, along with who their teacher(s) were, but day-to-day features like Homework and Messaging no longer apply.

⚠️ Known Limitations (as of this testing round)

These are known, not bugs — no need to report them unless something behaves differently than described here.

- Exam question paper PDF attachments are not available yet — this affects teachers, not parents directly, but you won't see PDF-based model questions for now.
- There's no automated email notification system — you'll need to check Parent Portal directly for updates rather than receiving emails when something changes.
- Volunteering has no enforced requirement — it's entirely optional and tracked for TALENT's records, not something the app will nag you about.
- Message Teacher is one-way only — no in-app reply thread from the teacher's side (unlike Report an Issue, which does support replies).