Kaukauna Area School District

Parent Portal Accounts

The Kaukauna Area School District provides a Parent Portal Account for guardians. The parent portal allows you the opportunity to view a calendar of events, schedules, attendance, grades, health, fees, to do lists, reports and household information for students you are a guardian for.

How to Request An Account?

1. **Visit** our district website at **www.kaukauna.k12.wi.us**
2. Click on the Parents/Students tab
3. Click on the "if you need a login for parent portal click here to send an email to ParentPortal@kaukauna.k12.wi.us"
4. Include in the email what you would like your password to be (must be 10 characters)
5. You will receive an email back with your username and password (within 5 school days)

Managing your account:

1. After logging into the parent portal
2. Click on Account Management (down left hand side) and you can change your password
3. Click on Contact Preferences
   a. You can change your main email address if needed
   b. Provide a second email address
   c. Check the all the ways you would like to be contacted through the messenger system ***Note you can now be contacted via text messaging***.
4. Click on Household Information and you can update:
   a. Home phone number
   b. Household Address
5. Click on Family Members and you can update:
   a. Household member information
   b. Emergency contact information.