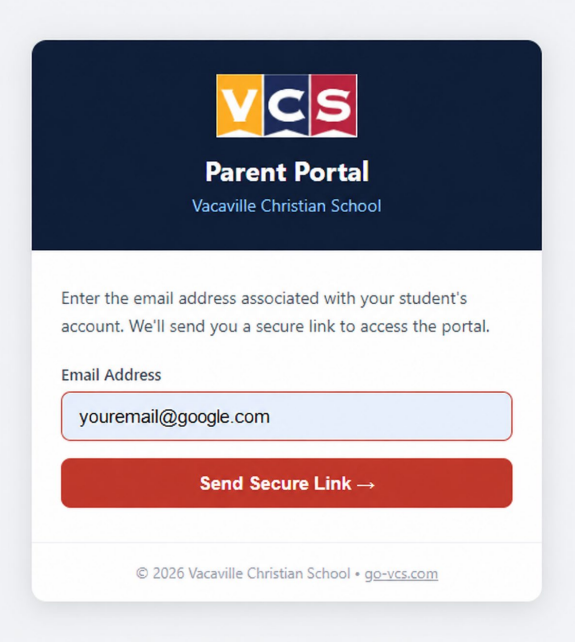
VCS Parent Portal

The screenshots throughout this guide show example student accounts and test requests.

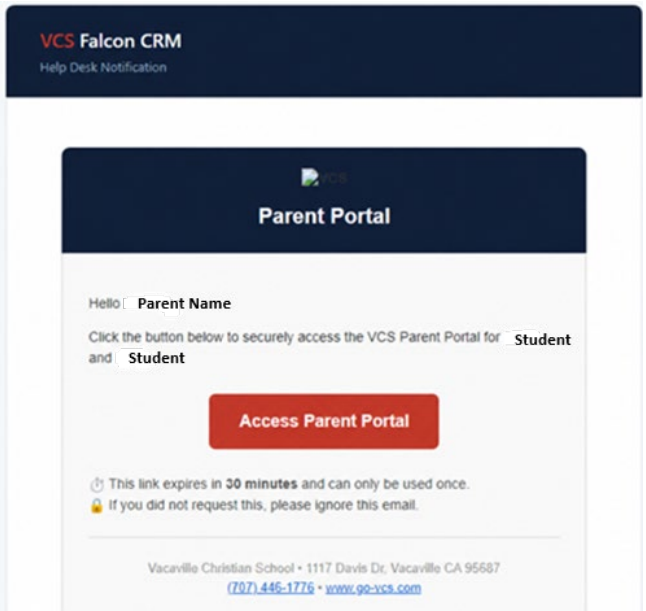
1. Sign in with your email

Open parent.go-vcs.space in your browser. Do not need to type https:// or www. in front of the address.



Enter your email address and click Send Secure Link.

Allow two to three minutes for the email to arrive; check spam or junk if needed.



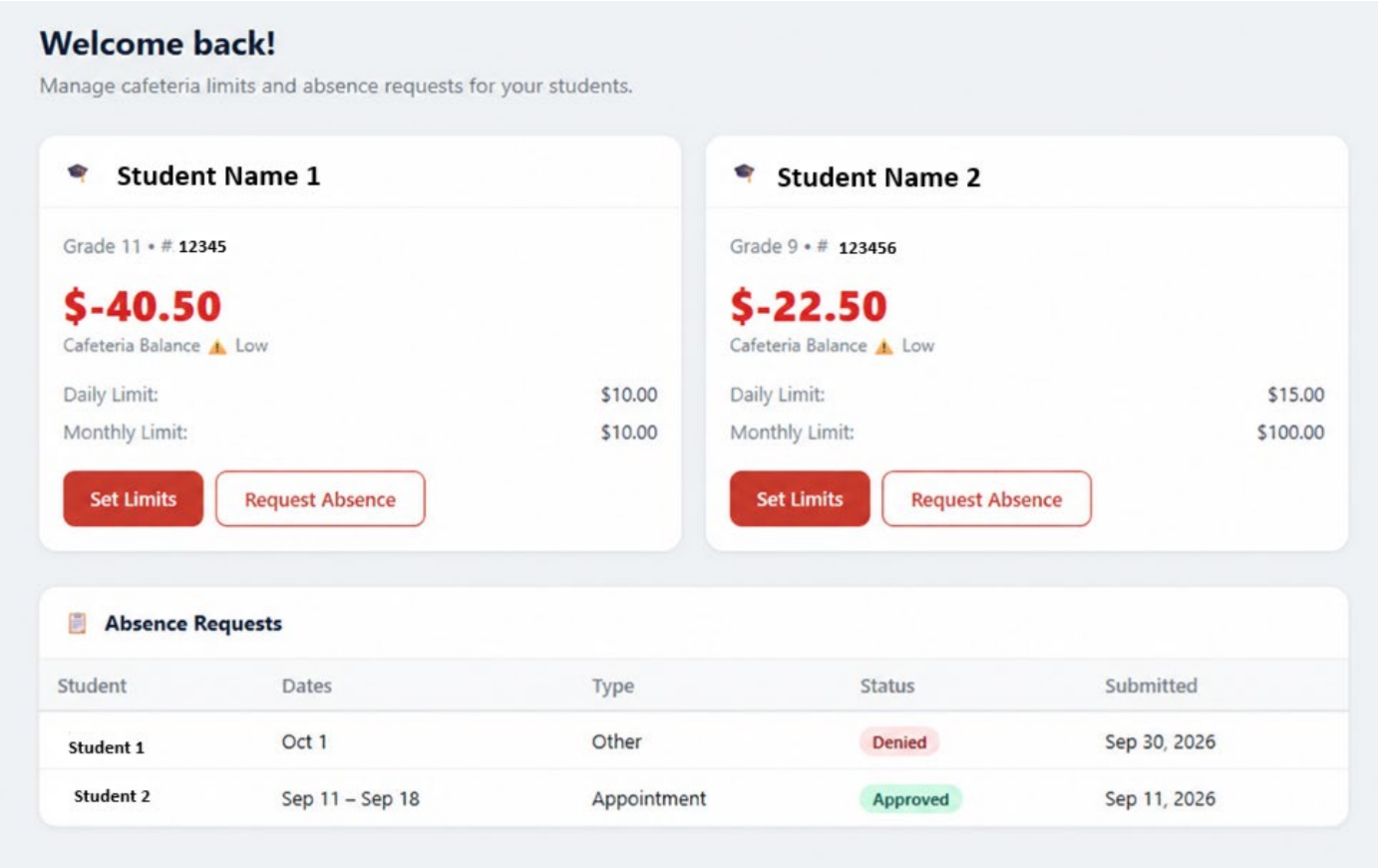
Check your email in-box, once you received the email, click **Access Parent Portal**.

The link expires after 30 minutes and can be used only once. Return to the portal address to request a new link when needed.

We use a secure email link to help protect your child's information and verify that the person accessing the portal has access to the email address on file with VCS. No password is needed. Each login link can be used only once and expires after 30 minutes.

2. Find your child and choose a feature

Your dashboard shows each child's cafeteria balance and current daily and monthly limits. Absence request statuses appear below the student cards.



Set Limits: Opens the cafeteria spending limit form for that child.

Request Absence: Opens the planned absence request form for that child and allows you to change a previously submitted request.

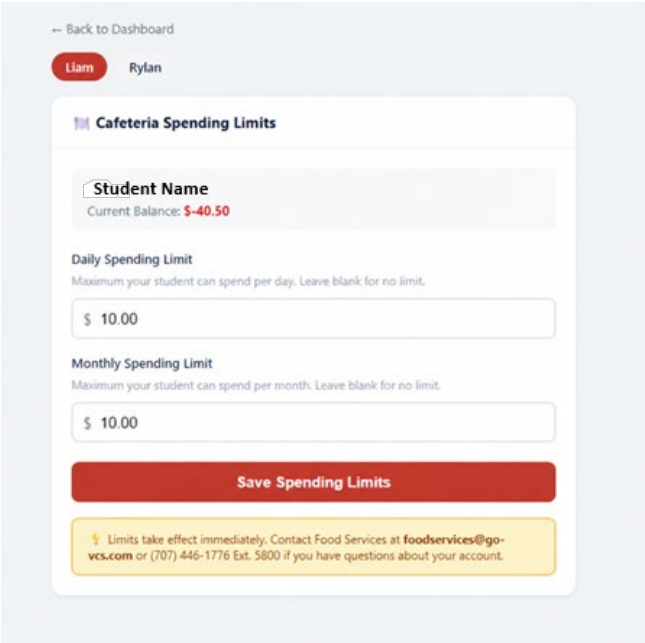
When you have more than one child, check the selected name before saving limits or submitting an absence request.

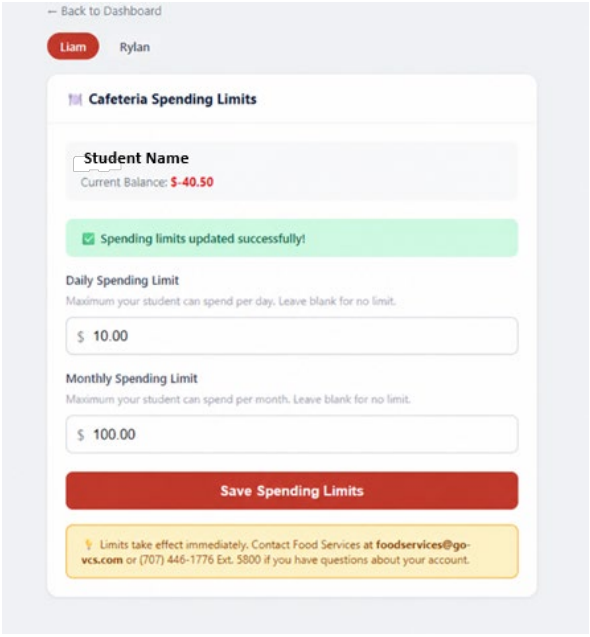
VCS Limits & Cafeteria Balance

3. Set or change lunch limits

Click Set Limits. Enter a **Daily** Spending Limit, a **Monthly** Spending Limit, **or both**. Leave a field blank for no limit for that period.

Click Save Spending Limits and look for “Spending limits updated successfully!” Repeat for each child using the name tabs.



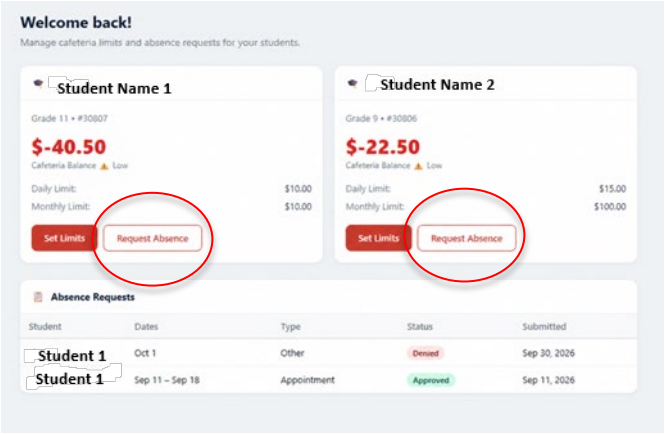


Important: Limits alert lunch staff; they do not automatically block purchases or charges. Staff will see the limit and tell your child when it has been reached and further charges are no longer permitted.

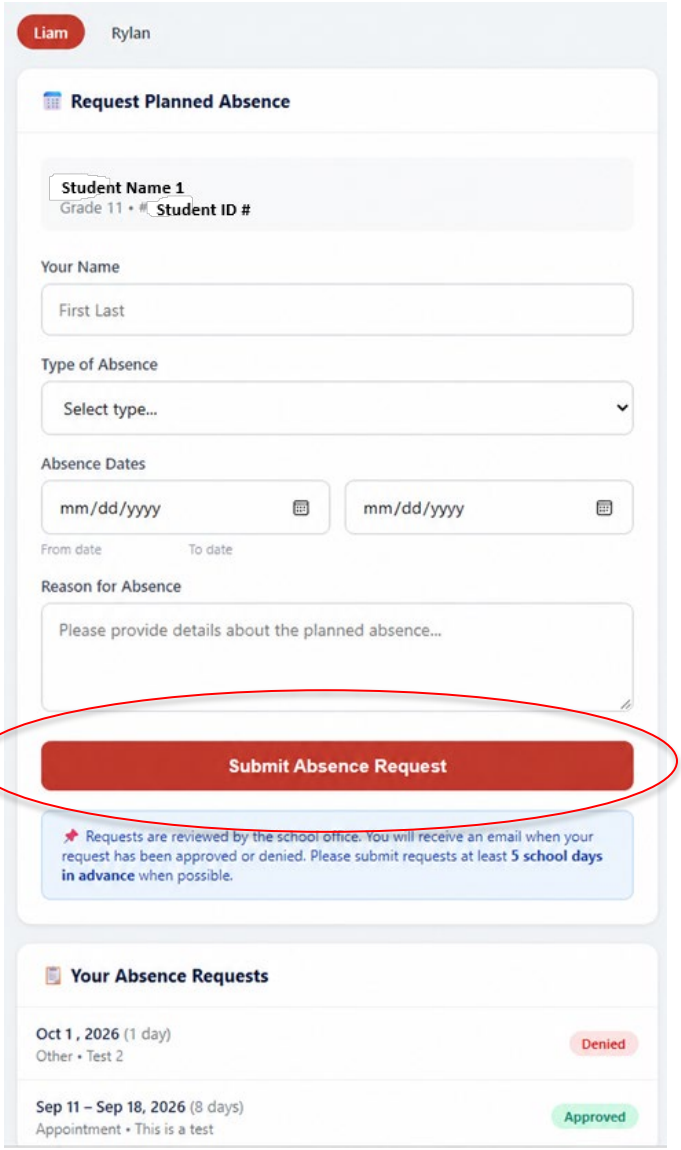
You may increase or decrease limits at any time. Saved changes are reflected in the cafeteria system. The program is designed to email you at 90% of a limit; please help us verify that notification during testing.

VCS Planned Absence Request (PAR)

4. Submit a planned absence



Click **Request Absence** on the dashboard and confirm the selected child.



Complete your name, type of absence, From and To dates, and reason for absence.

Click **Submit Absence Req**uest. Submit at least seven school days in advance, when possible.

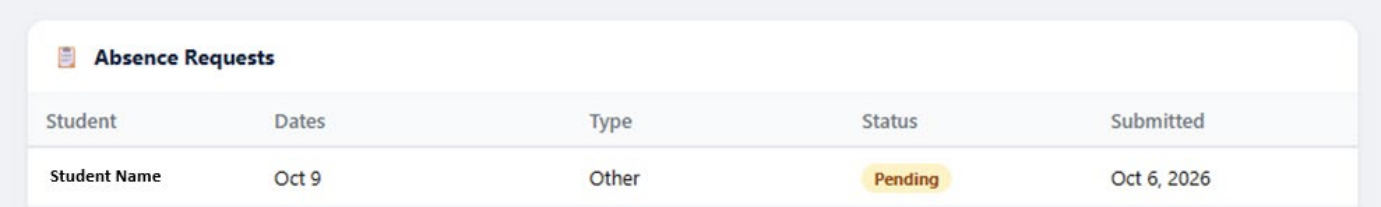
The request goes to the appropriate Elementary, Middle School, or High School front-office email distribution list for review.

You will receive an email when it is approved or denied. The office enters approved requests into the school's attendance system.

VCS Planned Absence Request (PAR)

5. Review / Change / Delete requests

The dashboard lists your absence requests and their status: Pending, Approved, or Denied.



To make a change before the day of the absence, click **Request Absence** again and scroll to Your Absence Requests. Use Edit or Cancel where available.

