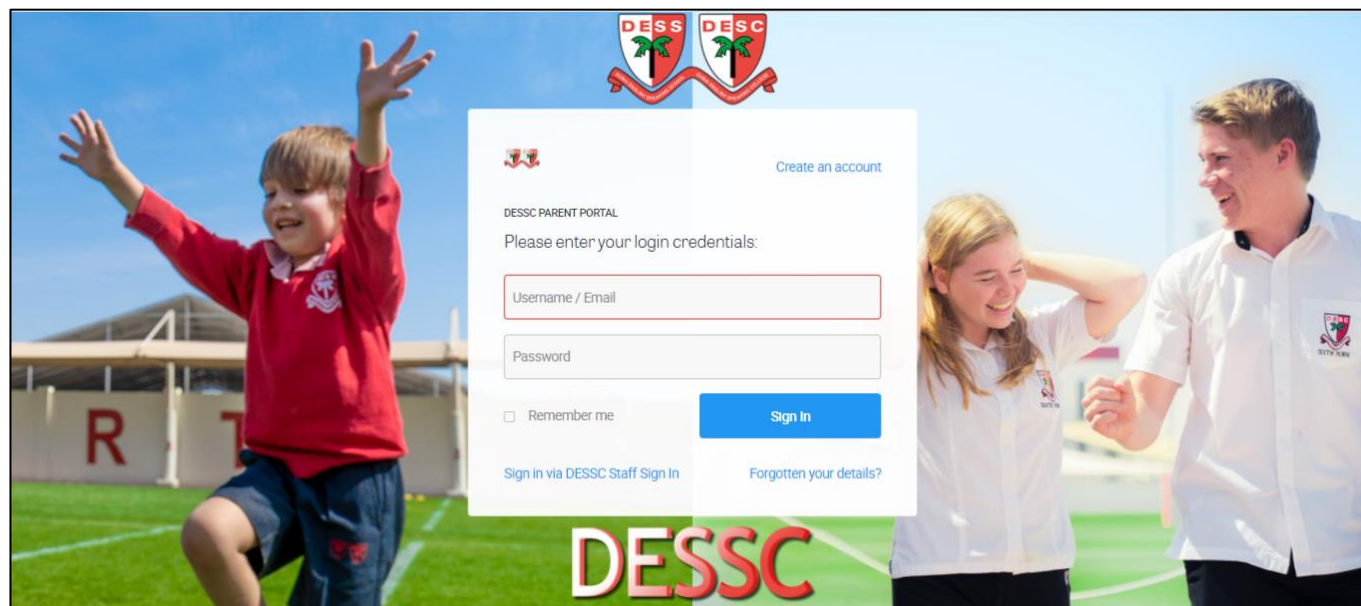


## DESSC Parent Portal Guide

This guide is intended to help familiarise you with the features of the Parent Portal and to let you know what information is available within each tab.

### Dubai English Speaking School & College

PORTAL HOME | SCHOOL COMMUNICATIONS | STUDENT INFORMATION | FAMILY INFORMATION | ABSENCE REPORTING | RESOURCES | ONLINE FORMS | SCHOOL FEES | MY ACCOUNT | LOG OUT



### Portal Home Tab

You will be directed to the **Portal Home** tab each time you log in to the Portal. This details the School News, Calendar events, a Quick Link to jump to Reports and Timetables, and the name(s) of your child(ren) at DESC and/or DESS).

School News	Quick Links
<b>Dubai English Speaking School (DESS)</b> View All DESS - All - Bounce Back 04 March DESS - Y3-6 - KS2 Parent Reading Forum 03 March DESS - All - After School Dinners Available 03 March DESS - All - Uniform & Presentation 02 March DESS - All - Foundation Stage 1 & 2 - 2023/24 Applications 02 March	Jump to...  School Calendar 04 March 2022 08:30 DESS - FS1 Sports ... CHANGE DAYS
<b>Dubai English Speaking College (DESC)</b> View All DESC - Year 13 Online Parents' Consultation - Tuesday 22nd March 2022 02 March DESC - Covid-19 Update 01 March DESC - Year 10 Online Parents' Consultation - Tuesday 8th March 28 February DESC - Y10 Reports available on G45 and the ISAMS Parent Portal. 25 February DESC - We Will Rock You - Tickets now on sale! 25 February	Latest Documents Reading in the Foundation Stage and Key Stage 1 at DESS [20] DESC Transport Service ECA Schedule - 2021-22 [66] DESC Transport Service ECA Schedule - 2021-22 [25] DESSC Academic Calendar Updated 2nd February 2022 [137]
	My Children Test Student Student [Test Data] Current

#### School News:

This displays information on the most recent "Current" DESS and DESC news. You can "View All" to see older published news.

#### Latest Documents:

This displays documents that are attached to any News stories.

#### School Calendar:

This provides an at-a-glance view of all calendar events taking place today. If you want to search the calendar for another date, select "Change Days". Click on the event subject to be directed to the calendar where full details of the event is displayed.

#### My Children:

The names of your children at DESSC (DESS and/or DESC) together with the year group they are currently in is displayed. You can access their student information by clicking on the name of your child.

# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/RESOURCES/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

DESSC Calendar  
DESSC News  
DESSC iSAMS Email Communication History

## DESSC Calendar

The **School Communication** tab stores links to the DESSC Calendar, DESSC News and the DESSC iSAMS Email Communication History.

Select the **DESSC Calendar** tab to view the DESSC Parent Calendar. The calendar can be displayed by day, week, month and by term. You can change the day, week, month, or term by selecting the appropriate arrow to move forward or back.

### View the Calendar:

- Daily View
- Weekly View
- Monthly View
- Termly View

### Filter the Calendar:

By Categories

- DESC - Community Event
- DESC or DESS - General
- DESC or DESS - Parent Evening
- DESC or DESS - Trip
- Holiday & Term Dates
- Unspecified

By Event -

- All Day Events
- Timed Events

### DESSC Calendar View (below)

## School Calendar

Daily View | Weekly View | Monthly View | Termly View Set Default Ca

All Calendars ▾ All Categories ▾ All Subcategories ▾ All Events

Monthly Calendar - March 2022

< Change Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		Tue - 1st	Wed - 2nd	Thu - 3rd	Fri - 4th	Sat - 5th
		All Day - DESS - Par...	All Day - DESS - Par...	All Day - DESS - Wo...	08:30 - DESS - FS1 ...	All Day - DESS -

To view an individual calendar event, click on the event to display the full details.

Fri - 4th March 2022

Date : 4-Mar-2022  
Time : 08:30 - 09:30  
Category : DESS - General  
Description : DESS - FS1 Sports Day

Monthly Calendar - March 2022

# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/RESOURCES/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

DESSC Calendar  
DESSC News  
DESSC iSAMS Email Communication History

## DESSC News

Select the **DESSC News** tab to view DESSC news. News is grouped within “news type” headings (DESS or DESC). The news is displayed in date order, the most recent posts at the top within each heading.

### Useful News Links:

Allows you to filter on current news (News Home) or older news (Archive News). News type headings (DESS or DESC) are identical in both News Home and Archive News views.

### Latest News Stories:

Displays the latest news article(s) for all news types published for DESS and DESC

### Latest Documents:

Displays documents which have been attached to news articles. The documents can be downloaded by accessing the individual news article or by selecting the hyperlink from the Latest Documents list (as below).

## School News View (below)

### School News

News Types

#### Dubai English Speaking School (DESS)

- DESS - All - Bounce Back
- DESS - Y3-6 - KS2 Parent Reading Forum
- DESS - All - After School Dinners Available
- DESS - All - Uniform & Presentation
- DESS - All - Foundation Stage 1 & 2 - 2023/24 Applications

#### Dubai English Speaking College (DESC)

- DESC - Year 13 Online Parents' Consultation - Tuesday 22nd March 2022
- DESC - Covid-19 Update
- DESC - Year 10 Online Parents' Consultation - Tuesday 8th March
- DESC - Y10 Reports available on G4S and the iSAMS Parent Portal.
- DESC - We Will Rock You - Tickets now on sale!



#### Useful News Links

- News Home
- Archive News

#### Latest News Stories

- DESS - All - Bounce Back
- DESS - Y3-6 - KS2 Parent Reading Forum
- DESS - All - After School Dinners Available
- DESS - All - Uniform & Presentation
- DESS - All - Foundation Stage 1 & 2 - 2023/24 Applications

#### Latest Documents

-  After School Dinner Poster DESS
-  After School Dinner Menu

## Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/RESOURCES/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

DESSC Calendar  
DESSC News  
DESSC iSAMS Email Communication History

### DESSC Email Communication History

Select the **DESSC iSAMS Email Communication History** tab to view DESSC email communication (image as below). By clicking on the subject, it is possible to review the full content of any emails that have been sent from the DESSC Management Information system (iSAMS). Any attachments associated with an email can be downloaded and reviewed. The date and time of the email can also be seen.

**NB: It is only possible to review DESSC email communication within the parent portal if the parent username email address and DESSC contact email address are identical.**

### My Account - Communication History

Email | SMS

Listed below is the email communications available to you within iSAMS.

Email Address	Subject	Attachments	Date [Time]
The parent email address where the communication was sent will display in this section i.e., the DESSC contact email address.	DESS - World School Games Swimmers	-	03/03/2022 11:36:12
	DESS - World Games Football Training	-	02/03/2022 14:13:35
	DESS - Additional Training for World School Games	-	28/02/2022 14:38:44
	DESC - Weekly Parent Portal Update	-	25/02/2022 12:44:11

Clicking on the Subject title will open the communication for parents to read (as below).

Subject: DESC - Weekly Parent Portal Update  
Date [Time]: 24/09/2020 12:48:16  
Attachments:

---

**DESC - Weekly Parent Portal Update**

Dear Mr & Mrs Student

Please remember to check the Parent Portal regularly for important information, newsletters, letters and updates.

Below is a snapshot of some of the items that have been recently added to the DESSC Parent Portal:

- DESC Sibling Applications
- Red Week Rehearsal
- DESCareers Parent Information Session - September
- GL Assessments : Years 7, 8, 9 10 & 11

# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/**STUDENT INFORMATION**/FAMILY INFORMATION/ABSENCE REPORTING/RESOURCES/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

Internal Exams (DESC)  
Public Exams (DESC)  
School Reports (DESS & DESC)  
School Timetable (DESC)

## Student Information

The **Student Information** tab stores links to Internal Exams, Public Exams, School Reports, and the School Timetable.

This allows you to view and export exam information (DESC), published school reports (DESS & DESC) and access a timetable for each of your children (DESC). You can change the child by selecting from the drop-down list. Click on the relevant heading to take you to that page.

### Internal Examinations:

Internal exam entries can be viewed for GCSE/A Level students. NB. Results are no longer published through this medium. This module is closed when not in use.

### Internal Examinations

Displayed below are options available so you can view key information about Test Student's internal examinations.

Change Child: Test Student Studen

#### [View Test Student's Examination Entries](#)

Use this option to view all the internal exams Test Student has been entered in for.

#### [View Test Student's Examination Results](#)

Use this option to view the published results for all Test Student's internal examinations.

### Public Examinations:

Public exam entries and the exam timetable can be viewed for students sitting public exams. NB. This module is closed when not in use.

### Public Examinations

Displayed below are options available so you can view key information about Test Student's public examinations.

Change Child: Test Student Studen

#### [View Test Student's Examination Entries](#)

Use this option to view all the public exams Test Student has been entered for.

#### [View Test Student's Examination Timetables](#)

Use this option to view Test Student's public exam timetable for the exams Test Student has been entered for.

### School Reports:

Reports come in two formats "Reports" and "Assessments". Historic academic reports for DESS and DESC are available within the school reports section. New DESS and DESC reports are available within the Documents & Files section of the Portal/App.

### Test Student's School Reports

Displayed below are options available so you can view, download and build Test Student's school reports.

Change Child: Test Student

#### [View Test Student's School Reports](#)

Use this option to view Test Student's school reports that have been published.

#### [View Test Student's School Assessments](#)

Use this option to view Test Student's school assessments that have been published.

### Timetable:

DESC student timetables can be viewed, exported, or printed. The timetable will display the subjects your child is studying on any given day/time. DESC operate a two-week timetable (Week A and Week B).

### Timetable

[View Timetable](#) | [Print Timetable](#) | [Export Timetable](#) Change Child: Test Student Studen

Student Timetable My G Student

Week A (WISA) Timetable Week 1

P	Sunday	Monday	Tuesday	Wednesday	Thursday
1A	[08:00 - 08:59]	[08:00 - 08:59]	[08:00 - 08:59]	[08:00 - 08:59]	[08:00 - 08:59]
2A	[09:00 - 10:00]	[09:00 - 10:00]	[09:00 - 10:00]	[09:00 - 09:59]	[09:00 - 10:00]
3A	[10:20 - 11:19]	[10:20 - 11:19]	[10:20 - 11:19]	[10:00 - 11:00]	[10:20 - 11:19]
4A	[11:20 - 12:20]	[11:20 - 12:20]	[11:20 - 12:20]	[11:30 - 12:29]	[11:20 - 12:20]
5A	[13:00 - 13:59]	[13:00 - 13:59]	[13:00 - 13:59]	[12:30 - 13:30]	[13:00 - 13:59]
6A	[14:00 - 15:00]	[14:00 - 15:00]	[14:00 - 15:00]	[13:30 - 15:00]	[14:00 - 15:00]

# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/**FAMILY INFORMATION**/ABSENCE REPORTING/RESOURCES/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

**Family Contact Details**  
**Update My Contact Details**

## Family Information

The **Family Information** tab stores links to Family Contact Details and Update My Contact Details which is an online form.

### Family Contact Details:

You can view the contact details DESSC hold for your family. This may include the parent/guardian contact information, work contact information and details of any person you have asked DESSC to record as a local emergency contact.

### Family Contact Details

Displayed below is contact information the school holds about your family.

If you have updated any contact details please complete the relevant fields of form "Update my Family Details." Once you submit the form the database will be amended accordingly. The form is available within the current tab Family Information.

[Parents \(Home\)](#) | [Company \(Home\)](#)

---

#### PARENTS (HOME)

Title: Mr	Title: Mrs
Forename: Test	Forename: Test
Middle Names:	Middle Names:
Initials: T	Initials: T
Surname: Student	Surname: Student
Profession:	Profession:

---

#### CONTACT DETAILS

Email Address:	Email Address:
Mobile Phone:	Mobile Phone:
Home Telephone:	
Fax Num	

---

#### ADDRESS

Address: Company And PO Box,  
Residential Address Line 1,  
Residential Address Line 2,  
Dubai, United Arab Emirates

---

#### COMPANY (HOME)

### Update My Contact Details:

If your contact details change, you can complete the relevant part of the online form "Update My Contact Details" and press submit. DESSC staff will be alerted to the change and update your contact details.

### Update My Contact Details

If your contact details have changed please complete the relevant section of this online form.

Click on the link "**Update My Contact Details**" to access the online form.

Dubai English Speaking School & College

#### Updated Contact Information

Please complete the relevant field(s) below to reflect any change(s) to the information we hold for you/your family.

*Please note: the ordering of the contacts will display the father first and mother second. This is a system design and can't be changed to allow the mother to display as the first contact.*

## Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/**ABSENCE REPORTING**/RESOURCES/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

[Report My Child Absent \(DESS\)](#)  
[Report My Child Absent \(Yr7-11\)](#)  
[Report My Child Absent \(Sixth Form\)](#)

### Absence Reporting

The **Absence Reporting** tab stores links to electronic forms that should be completed when your child is absent from DESS due to illness or to attend a medical appointment.

On submitting the form, the absence coordinator will be alerted to your child's absence. Absence should be reported by 8.15am at the latest on the day of absence. Planned medical appointments can be reported via the online form in advance.

## Absence Reporting

### [Report My Child Absent \(DESS\)](#)

If your child is not in school due to illness/medical appointment.

### [Report My Child Absent \(Yr7-11\)](#)

Please use this link to report your child absent due to illness if they are in years 7, 8, 9, 10 or 11

### [Report My Child Absent \(Sixth Form\)](#)

Please use this link to report your child absent due to illness if they are in years 12 or 13.

Please see below a sample of the "DESS Report My Child Absent" form.

**DESS Absence**

Please note that if you are reporting a fever, runny nose, cough, sore throat or any other respiratory symptoms, as the reason for absence, that due to the protocols in place from the DHA and KHDA your child must visit a doctor for assessment. We will require either a medical clearance certificate or a negative COVID-19 test result in order for your child to return to school.

Please complete this form to advise DESS if your child will be absent from school **due to illness or to attend a medical/dental appointment**. Please note that permission for absence for any other reason must be made in writing to the Headteacher by emailing [dess\\_reception@dessc.sch.ae](mailto:dess_reception@dessc.sch.ae).

**If the absence is for today, please submit this form as soon as possible and at the latest by 8.15am.**

Student's Forename \*

Student's Surname \*

Class \*

Please enter the date of absence \*

Will your child be absent all day?

Reason for absence:

Please provide any further details that you feel are relevant.

# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/**RESOURCES**/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

Documents & Files  
DESSC Website  
DESS/DESC Parent Information  
Website Links

## Resources

The **Resources** tab provides links to Documents & Files, DESS & DESC Parent Information, DESSC Website and External Website Links.

### Resources

Options to view key school information and website links are displayed below.

**Documents & Files**  
Use this option to view published content available to you.

**DESS Parent Information**  
Use this option to access the DESS Parent Information section of the website.

**DESC Parent Information**  
Use this option to access the DESC Parent Information section of the website.

**DESSC Website**  
Use this option to access the Home page of the School & College website.

**Website Links**  
Use this option to access useful websites.

## Documents & Files



Select the **Documents & Files** tab to view published documents and files.

**Latest Files:** Displays the latest files by name. Click on the title (hyperlink) to open the document.

### Documents & Files

Latest Files | Document Tree | Search | History

Below are shown the latest files available to you that have been uploaded to the Parent Portal.







File Name
 <a href="#">How to Attend DESC Online Parent Consultations</a>
 <a href="#">How to Make Scheduled Parent_Teacher Consultation Appointments</a>

**Document Tree:** Files are grouped within folders for you to download.

NB. All current academic reports are also housed within the Documents & Files section (within the appropriate academic year folder).

Latest Files | **Document Tree** | Search | History

Below are shown the files grouped in folders that are available to you through the Parent Portal.

Portal Document Folders	Name	Date Modified
 DESS	 DESS	8-Oct-2019
 DESC	 DESC	8-Oct-2019
 Academic Reports - 2021-22		
 Academic Reports - 2020-21		



# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/**RESOURCES**/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

Documents & Files  
DESSC Website  
DESS/DESC Parent Information  
External Website Links

## Documents & Files (Cont.)

**Search:** You can search using a file name or scroll through all files.

The screenshot shows the 'Search' tab selected in a navigation menu. Below the menu is a message: 'Use the feature below to search for files available through the Parent Portal.' There is a search input field labeled 'Search Files:' with a magnifying glass icon. Below the input field is a table with a red header 'File Name'. The table contains two entries: 'How to Attend DESC Online Parent Consultations' and 'How to Make Scheduled Parent\_Teacher Consultation Appointments'.

**History:** This provides you with a record of the files you have downloaded.

The screenshot shows the 'History' tab selected in a navigation menu. Below the menu is a message: 'Listed below is the history of the files you have downloaded.' There is a table with a red header 'File Downloaded'. The table contains one entry: 'DESC Academic Calendar 2020-21 Updated'.

## DESSC Website

URL: <https://www.dessc.sch.ae/>

Use this link to access the Main Menu of the DESSC website where a range of information can be found for DESS and DESC.

## DESS Parent Information

URL: <https://www.dessc.sch.ae/dess/life-at-dess/parent-information>

Select this tab to access the link to review **DESS Parent Information**. A range of information is available, some of which is detailed below.

DESS Parent Information Section	
<ul style="list-style-type: none"><li>• Absence Reporting</li><li>• Bus Requests</li><li>• DESS Frequently Asked Questions</li><li>• Extra-Curricular Activities (ECAs)</li><li>• Instrumental Tuition Information</li><li>• Parent Handbooks</li><li>• Parent-School Contract</li><li>• DESSC Parent Portal &amp; App Support</li></ul>	<ul style="list-style-type: none"><li>• Policies and Procedures</li><li>• School Hours</li><li>• SchoolsBuddy Support</li><li>• Transfer Certificates/Notice</li><li>• Update your Contact Details</li><li>• Update your Documents</li><li>• Uniform Information</li><li>• Who to Contact</li></ul>

## Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/**RESOURCES**/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

Documents & Files  
DESSC Website  
DESS/DESC Parent Information  
External Website Links

### DESC Parent Information

URL: <https://www.dessc.sch.ae/desc/life-at-desc/parent-information>

Select this tab to access the link to review **DESC Parent Information**. A range of information is available, some of which is detailed below.

#### DESC Parent Information Section

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Absence Reporting</li><li>• Bus Services</li><li>• DESC Parent Handbook 2021/2022</li><li>• DESC Prospectus</li><li>• DESSC Parent Portal and iParent App Support</li><li>• Documents</li><li>• Extra-Curricular Activities (ECAs)</li><li>• GCSE Options 2022</li><li>• Your Contact Details</li></ul> | <ul style="list-style-type: none"><li>• Instrumental Tuition Information</li><li>• Parent-School Contract</li><li>• Policies and Procedures</li><li>• School Hours</li><li>• The DESC BYOD (bring your own device) Policy</li><li>• Transfer Certificates/Notice</li><li>• Uniform</li><li>• Who to Contact</li></ul> |
|---|---|

### Website Links

Select the **Website Links** tab to access links to external websites used by DESSC. Click the name of the website you would like to browse to and open the website.

<a href="#">Absence Reporting</a>	<a href="#">Useful Websites</a>	<a href="#">DESS - SchoolsBuddy</a>
<a href="#">Report My Child Absent (DESS)</a>	<a href="#">British Embassy (Dubai) Website</a>	<a href="#">Calendar Link</a>
<a href="#">Report My Child Absent (Yr 7-11)</a>	<a href="#">BSME Website</a>	<a href="#">Login</a>
<a href="#">Report My Child Absent (Sixth Form)</a>	<a href="#">COBIS Website</a>	<a href="#">Mobile Apps</a>
	<a href="#">KHDA Website</a>	<a href="#">Troubleshooting</a>
<a href="#">DESC - General</a>	<a href="#">DESS - General</a>	
<a href="#">DESC - Direction</a>	<a href="#">DESS - Direction</a>	
<a href="#">DESC - Parent Information</a>	<a href="#">DESS - Parent Information</a>	
<a href="#">DESC - Parent Evening</a>	<a href="#">DESS - Parent Evening</a>	
<a href="#">DESC - Policies and Procedures</a>	<a href="#">DESS - Policies and Procedures</a>	
<a href="#">DESC - Sport</a>	<a href="#">DESS - Sport</a>	
<a href="#">DESC - Website</a>	<a href="#">DESS - Website</a>	
<a href="#">DESC - Who to Contact</a>	<a href="#">DESS - Who to Contact</a>	
<a href="#">DESC - GCSE Options</a>		

# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/RESOURCES/  
**ONLINE FORMS**/SCHOOL FEES/MY ACCOUNT/LOG OUT

**DESS and DESC Bus Service - Application Forms**  
**DESC Bus Service - Moving House Notification**  
**DESSC Instrumental Tuition - Interest**

## Online Forms

The **On-line Forms** tab stores links to electronic forms.

You can select an on-line form to report your child absent due to illness, apply for the DESS or DESC bus service or register your interest in the DESSC (DESS or DESC) instrumental programme.

Select the form you wish to submit, complete all the required fields then press submit. This will alert the relevant staff to your communication and allow them to respond appropriately to your request.

## Online Forms

Displayed below are details of online forms for interest in the music service and applying for the DESS and/or DESC bus service.

### DESC Bus Service - Application Form

I would like to apply for a place(s) on the DESC Bus Service.

### DESC Bus Service - Moving House Notification

If you are currently using the DESC bus service and are soon to be moving house, please complete and submit this form.

### DESS Bus Service - Application Form

I would like to apply for a place(s) on the DESS Bus Service.

### DESSC Instrumental Tuition - Interest

If you would like further information on DESC or DESS Instrumental Tuition please complete this form.

This is a sample of the DESSC Instrumental - Interest form.

**Dubai English Speaking School & College**  
**Instrumental Music Service**  
**Expression of Interest**

If you would like further information on the DESSC Instrumental programme please complete the details below. The Music Department will respond to your enquiry in due course.

Parent(s) Information:

Parent Name: *	<input type="text"/>
Parent Contact Number: *	<input type="text"/>
Parent Email Address: *	<input type="text"/>
Relationship to Child: *	<input type="text"/> <small>Mother, Father etc.</small>

Please provide the information below:

Student Information:

Full Name of Student: *	<input type="text"/>
Class/Tutor Group: *	<input type="text"/>
Branch of DESSC: *	<input type="radio"/> DESS <input type="radio"/> DESC

Instrumental Information:

Instrument: * <small>(Please select...)</small>	Current Grade: * <small>(Please select...)</small>
Do you have your own instrument?: * <small>(Please select...)</small>	Would you like to hire an instrument?: * <small>(Please select...)</small>
Current Instrumental Teacher's Name (if applicable): <input type="text"/>	Number of Lessons Per Week Required: * <small>(Please select...)</small>

Please provide any additional information (if necessary):

Please note this is a request for instrumental tuition only.  
The Music Department will contact you regarding availability.

# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/RESOURCES/  
ONLINE FORMS/SCHOOL FEES/MY ACCOUNT/LOG OUT

## School Fee Invoices Statement of Account

### School Fees

The **School Fees** tab is a link to view any school fee invoices that have been sent to your portal account.

Providing the school fee invoices are emailed to the same email address that is used for the parent portal account (portal username) the invoices are added to the family portal account and are displayed within the School Invoice tab. You can download these for reference at any time.

### Invoices

Listed below are the latest invoices available to you within iSAMS.

	Invoice Date	Invoice Number	Name	Cycle	Download
---	--------------	----------------	------	-------	----------

### Statement of Account

A statement of account is available within the School Fee Invoices tab. This lists all the financial transactions between the parent and DESSC within a specific period. There is a filter on the right-hand side so parents can change the month they are looking at the statement for.



Statement for account STUD000

Listed below are all the transactions.

#### Account Summary

Statement Date: 28 Sep 20  
Customer Code: STUD000  
Current Balance: AED-6160

April 2020

Date	Description	Ref	Amount
 16 Apr 20	STUD000 - 80074843	Test Three Student S00277	AED-3080
 16 Apr 20	STUD000 - 80074741	Test Two Student S00278	AED-3080

# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/RESOURCES/  
ONLINE FORMS/SCHOOL FEES/My Account/LOG OUT

[My Email Options](#)

[My Password](#)

[My Security Question](#)

## My Account - Options

The **My Account** tab stores links to allow you to update your Parent Portal login details. You can update your password and record the answer to a secret question to add further security to your account. Any email changes must be emailed to the portal administrator on [portal@dessc.sch.ae](mailto:portal@dessc.sch.ae)

### My Email Options:

Any changes to email addresses should be requested via [portal@dessc.sch.ae](mailto:portal@dessc.sch.ae)

Your Portal Administrator has disabled the options allowing you to manage your email addresses.

Your Portal Address is: [isamscoordinator@dessc.sch.ae](mailto:isamscoordinator@dessc.sch.ae)

If this is incorrect you need to contact your Portal Administrator.

### Password:

You can change your DESSC Parent Portal password by selecting the tab "Password". Enter your current password, the new password and reconfirm your new password. Select Change My Password to complete the task.

#### Password

You can change your DESSC Parent Portal password using the form below.

Current Password:

New Password:

Confirm Password:

To change your password enter your current password followed by your new one - then confirm the new password.

Your password must contain 3 of: an English uppercase character (A-Z); an English lowercase character (a-z); a numeric character (0-9); or a non-alphanumeric character (!, \$, %, #).

\* The fields in red are required.

[Change My Password](#)

[Reload](#)

### Security Question:

You can set a security question for use throughout the Parent Portal. Select a question, provide the answer to the security question, and reconfirm your answer before selecting save security question to complete the task.

## My Account - Security Question

[My Account](#) | [E-Mail Options](#) | [Password](#) | [Security Question](#) |

#### Security Question

You can change your DESSC Parent Portal security question using the form below. This security question is used throughout the DESSC Parent Portal.

Security Question:

Security Answer:

Confirm Answer:

Select the question and enter and confirm the answer in the textboxes above and click 'Save Security Question' below.

\* The fields in red are required.

[Save Security Question](#)

[Reload](#)

Once you have finished browsing the DESSC parent portal - select "**Log Out**" to leave the portal.

# Dubai English Speaking School & College

HOME/SCHOOL COMMUNICATION/STUDENT INFORMATION/FAMILY INFORMATION/ABSENCE REPORTING/RESOURCES/  
ONLINE FORMS/SCHOOL FEES/My Account/LOG OUT