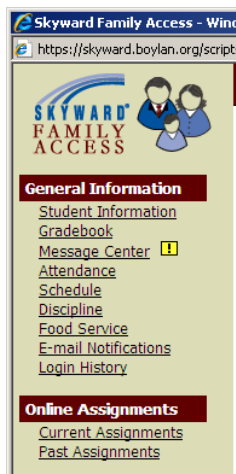


Family Access Guide



1. **Student Information** – Display of your information on file with the school (email contacts, address, phone numbers, and emergency information) Please call us to update if there is any incorrect information.

2. **Gradebook** – Displays all of your child's grades by quarter. simply select the previous or next display to view other quarters. Double click any highlighted grade to see assignments from that class. Any highlighted teacher's name will provide a link to teacher's email account. It may be necessary for you to copy and paste that link to your email program if you do not have Outlook as your primary email.

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Click on the assignm

Term	Teacher	P1	Q1	P2	Q2	SE1	S1
S1	KATHRYN BRYANT	A	A	A	A	A	A
YR	LISA ST.JOHN						010
S1	STEPHEN GOERS			A+	A	A+	A
YR	CHRISTOPHER ROZANSKI	A-	A	A	A-	B+	A-
YR	JENNIFER KAZMERSKI	B+	A-	B-	B	C-	B
YR	SUSAN STANFORTH	A-	A	A	B+	C	B
YR	LISA ST.JOHN	A	A	A	A	A	A
YR	KARYN WILSON	C+	B	B	C+	B-	B-

3. **Message Center** – Display of all messages sent by either the administration or your child's teacher. When yellow exclamation point box appears you have new messages.

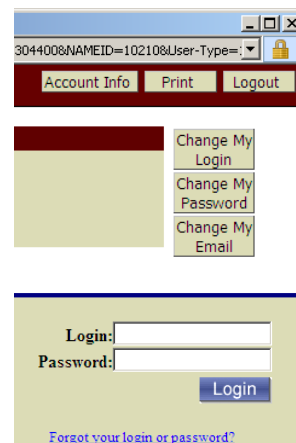
4. **Attendance**- Display of all listed absences and types or reasons. Double click on any date to see the number of periods that your child was absent or excused.

5. **Schedule**- Display of your child's schedule by teacher and room numbers.

6. **Discipline** – Display of your child's disciplinary actions and offenses by date. Select an offense to see the number of demerits that was issued to your child.

7. **Food service** – Display of your child's payment records and purchases by day. Select the previous buttons to view purchases from previous weeks.

8. **E-mail notifications** – Display of the setting to allow you to receive email notices.
- When your child's Food Service account balance falls below the \$10.00 amount.
 - We also email messages to parents via the Message Center so it is important to keep your email address current.
 - You can check your email contact information to make sure that it is up to date on the **Account Info** button on top right of every page. You can also change your Login and Password from this location.
 - If you forget your Login or Password, we can email the information if your email address matches the one we have on file. Select the [Forgot your login or password](#) at login screen.



9. **Login History** – Display of the number of times and dates that you have logged in to your account.