

# Family Access

The big day is almost here when Family Access will become live on February 1, 2008. We want to remind parents that grades for students in 6<sup>th</sup> -12<sup>th</sup> will be available online in a timely manner. This means that teachers will be entering grades in the same manner as they presently do. Please consider the length and breadth of the assignment and the time that it takes for a teacher to grade and enter the data. It takes longer to correctly assess and enter essays and large research projects than enter a daily assignment that has been corrected in class. Be considerate, and if you have a real concern, e-mail the teacher directly. Eventually, students in grades 6-12 will be able to schedule classes online, when this module is purchased. We have also recently purchased the discipline module and it will need to be installed before parents will have access to this information.

All parents may use Family Access to check for student's lunch account balances, attendance, and emergency information. You will be continually kept informed regarding the updating of this service.

To access the information, you will be able to click on the icon which is on the West Salem School District's home page, add your login ID and password, and continue to click to locate the information that you need. If you are experiencing problems, please contact the following building personnel.

- Elementary School office at 786-1662
- Middle School office at 786-2090
- High School office at 786-1220 extension 2330

In order for you to begin using Family Access, you will need to register for a login ID and password. By signing and returning the form, you are authorizing the West Salem School District to provide you with your unique login and password.

We are very excited how Family Access will help you stay informed regarding your child's progress and hope that we can use this tool to create a stronger relationship between parents and our staff.

# Family Access

Please fill in the appropriate information below for each parent and/or guardian that would like to have a login and password assigned to them, so he or she can view their student's information, grades and progress via Family Access. Parents and/or guardians of the same student(s) can share the same login and password, if that would be easier for them.

We also want to remind everyone that this is a free service.

If you change your password we will not be able to help you retrieve it. Please keep your information up to date.

You need to complete one form and the code will allow you to access all of your student's information.

Student(s) \_\_\_\_\_

Parent(s) Name \_\_\_\_\_

E-mail address you want school to contact you on a regular basis \_\_\_\_\_

Phone # \_\_\_\_\_

Student(s) \_\_\_\_\_

Please check all that are appropriate

Please send my/our password(s) via email

Please call me/us with my password(s)

Please mail my/our password(s) to \_\_\_\_\_

No password is required – I waive this service

Signature \_\_\_\_\_

Date \_\_\_\_\_

IF PARENTS DO NOT WANT TO SHARE THE LOGIN AND PASSWORD, EACH WILL HAVE TO REGISTER SEPARATELY AND TWO LOGINS AND PASSWORDS WILL BE ISSUED. WE WILL NEED A SIGNED FORM FROM THIS PARENT TO ISSUE THE LOGIN AND PASSWORD.

***Please return to the main office at your school or your student's classroom teacher and he or she will return it to the office.***