

August 2007

Dear Parents,

The following are some suggestions that will help you to access grades (Grs.1-8 only), family information, student information and a school directory. Your ID and password can only access the information pertinent to your child/ren and family. The school directory is available to all families with an ID and password. The school directory will not replace the Buzz Book. The school directory is **not** available to anyone outside of our school community. The information made available to our school families is secured on our own website. Educonnect, the company that we purchased the School Administrator Program, sets up the program on each school's individual server.

Attached to this memo is a letter with your family's ID and password. You can reset your password to something that is easy for you to remember. The easiest way to access the site is to go to the school's home website [www.stgabschool.org](http://www.stgabschool.org). On the left-hand side of the homepage under 'quick links' there is a link entitled "LOGIN". Once you click this link, a log-in page with the school's name at the top will open; type in your User ID and Password. This will open your individual family page that you can click on each individual child's name. Once the name is clicked, you can view your child's academic grades (Grs.1-8 only, not Kdg). You can also view your family information. It would be helpful to the office staff if you reviewed the information. If there are corrections to be made, please contact the school office or send the corrections so we can update the information. Our staff does not use some of the information. For example, if you click open the medical information, we do not include the immunization record; we are only inputting medications and health problems. Special services is not a field that we use at this time. This information will not be updated until we get all the emergency forms in for the 2007-08 school year.

If there is joint custody and the family has given us that information, the parent who is noted as the secondary address will also receive a letter with their own ID and Password. The ID and Password are different from the main address for the child/ren.

We hope that this program is user friendly for you. By having your child's grades available to you on a regular basis, we anticipate that you can use this opportunity to communicate with your child's teacher. The grades will be updated every other Wednesday afternoon; therefore, Thursday morning would be a good time to check the grades. The report cards will still be sent at the end of each quarter.

If you are unable to access the information from the Internet, the teachers will send you a hard copy of the progress report following the dates on the calendar for the end of the mid-quarter. We ask that you let your child's teacher know that you need a hard copy. The teachers will begin updating their grades to the website beginning Wednesday, September 5.

Again, we hope that this program is a helpful tool to keep you informed of your child's progress. We would like to hear any comments about the program.

Sincerely,

Ann M. Davis  
Principal