

**PARENT@SCHOOL
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SIGNING UP FOR PARENT@SCHOOL

RECEIVING INITIAL USER ID AND PASSWORD

Go to <http://wcsdpas.waterloo.k12.ia.us:9215>

Click on Register as a user

Fill out the parent information at the top of the screen

On the bottom portion of the screen type each child's legal name, his/her grade, and the name of the WCS school he/she attend.

Click on Submit

Once you submit your information and your students' names, grade and building where they attend, a verification process occurs to make sure you are the parent on record.

Only parents or guardians on record will receive access to Parent@School.

After you have signed up online: Please go to one of your student's schools with a photo id. You will sign a release form, and your user ID and password will be emailed to you within 5 business days. Please watch for an email from helpdesk@waterloo.k12.ia.us since the email may go into your SPAM or Junk mail folder.

If your address doesn't match what we see on our student system, you will also be told to take proof of address to the building. If we request that you bring proof of address, you will not receive your user ID and password, until that request has been met.

NOTE: If you give your user ID and password to someone else they will be able to see the same things that you see about your students.

CHANGING YOUR PASSWORD

Once you have received your user ID and password, you may change your password. On the home page of Parent @ School click on the link Change my Password.

You will be taken to a screen where you will type in your new password, then retype it in the Confirm Password field, and click on Submit.

You will get a screen that states your password has been changed.

FORGOT YOUR PASSWORD

If you forgot your password, send an email to: helpdesk@waterloo.k12.ia.us or call the Help Desk at 433-1858. Hours for the Help Desk are Monday thru Friday 7:30 to 4 pm.

If your email matches what we have on record, we will email your user and password.

If your email doesn't match what we have on file, we will email you, but you will have to go to the school again, and show a picture ID to receive the password.

CHANGING YOUR EMAIL ON RECORD

If you change your email, you may email helpdesk@waterloo.k12.ia.us or call the Help Desk at 433-1858. Hours for the Help Desk are Monday thru Friday 7:30 to 4 pm. We will then change your email on our records.

ACCESSING YOUR CHILDREN'S SCHOOL RECORDS

Go to <http://wcsdpas.waterloo.k12.ia.us:9215>

Either click on Student List or click on Access your children's school records. A list of your students will appear on the screen. Click on one of the student's names, and you are taken to the Student and School information page.

To select a different child, click on the Student List link.

To return to the Parent @ School home page, click on the Home link.

STUDENT AND SCHOOL INFORMATION PAGE

From this page you may access any of the available student information that is listed on the bottom portion of the page. This will include at least Student and Contact Information, Attendance, Lunch Program – Cash Balance. Depending upon the grade level of your student, you may see other available information.

You will also see a scrolling bar that has the school's name, address and phone number. If you click on the school's information, you will be taken to the District's web site.

There is also a drop down section on the screen that will include the school's web site if they have one, as well as the lunch and breakfast menus, a link to the District's email directory, and the Help text. Other links may be added.

STUDENT/CONTACT INFORMATION

When you click on Student/Contact Information you will be taken to a screen that will show the student's name, address, phone, date of birth, gender, and all contacts that are listed on the student system.

If any of this information is incorrect, please contact your school as soon as possible, so it can be changed.

Click the Close Window button to return to the Student and School Information screen.

ATTENDANCE

When you click on Attendance Information you will be taken to a screen that shows the dates and periods the student was marked absent. If you contacted the school with the reason the student was absent, you will see the reason also. The period type of E means the student was not in the classroom but was excused for school related reasons. It doesn't count against the student's attendance.

Click the Close Window button to return to the Student and School Information screen.

LUNCH PROGRAM – CASH BALANCE

The lunch screen shows the Current Balance as well as what the student ate.

You may see items without a price. That means it was part of a meal. Ala carte items are priced individually.

NOTE: The balance and detail information is only as up to date as the information received. Due to this coming from a separate source, the timing may create inaccuracies.

Click the Close Window button to return to the Student and School Information screen.

SCHEDULES/GRADES

This option will only appear for middle and high school students.

At the top of the Schedule/Grades screen you will see the terms, QT1, QT2, QT3 and QT4. The screen will always default to the current term.

The screen shows the period, subject, teacher, term course ID and section. There are 2 columns for Final Grades and Current Grades.

Current Grades

For buildings using Electronic Gradebooks you will see an additional link for "GradeBook Assignments Scores and More". See Next Section.

If you click on the Final Grades, you will see all grades that have been posted to that course.

Click the Close Window button to return to the Schedule/Grades Information screen.

From the Schedule/Grades screen click the Close Window button to return to the Student and School Information screen.

Gradebook Assignments, Scores, and More

This option will allow you to choose between two reports (TXT or PDF) to view current grades in the teacher's electronic gradebooks. Teachers are encouraged to enter grades at different intervals, depending on the individual buildings. Please check with your building for frequency of the updates. The Parent@School grade books will be updated once a week on Wednesdays.

UNOFFICIAL TRANSCRIPTS

This option will only appear for middle and high school students. Middle school students only have their grades transcribed at the end of the year. High school students have their grades transcribed at the end of each semester.

The Transcript screen will show what courses the student has already taken. The screen includes the school, year, course, grade and credit earned for each

class. The requirement it meets is also listed. Cumulative GPA, total credits earned, and total credits attempted is also listed on the screen.

Click the Close Window button to return to the Student and School Information screen.

HOMEWORK ASSIGNMENTS

This option will allow you to see classroom assignments and homework entered by the teachers. This function is being implemented during the 06-07 school year.