

September 2009

Dear CPMS Parents/Guardians:

The administration and teachers of Elementary School District 159 are always exploring ways to ensure the success of all students. We recognize the importance of keeping our finger on the pulse of student achievement. This is done by using the latest instructional and assessment tools in the classroom, incorporating technology into curriculum, and providing a variety enrichment activities and experiences. Now we are providing parents access to student grades via the web.

As a part of our Student Information System, the District purchased the "Parent Portal." The Parent Portal provides parents access to their students grades anytime and anywhere, with the use of a computer and access to the Internet. In addition to grades, parents can also see the following information related to their student:

- Schedule
- Attendance
- Discipline
- Demographics
- Report Cards
- Announcements

The Parent Portal is a secure environment. Parents will only have access to their student's information. We hope you find this tool to be useful and, as always, we look forward to partnering with you to make your student's educational experience a rewarding one.

In order to gain access to the Parent Portal, the Parent/Guardian will need a User Name and password.

How to Get a Parent Portal Account for Students Attending Colin Powell Middle School

******Note: Registration for the K-5 buildings will be forthcoming.***

Registration will be held for the parents/guardians of Colin Powell Middle students at the following times at Colin Powell:

Saturday, Oct. 3 – (9:00AM-12:00PM)

Monday, Oct. 5 – (5:00PM – 7:00PM)

Wednesday, Oct. 7 – (6:00PM – 8:00 PM)

1. You must have a student attending Colin Powell Middle School.
2. You must be listed as the Parent/Guardian for the student in our SIS (Student Information System).

3. You must complete the **Parent Portal Access Form** (Forms can be accessed and printed from the District's website. Go to www.dist159.com and click on Student Resources...Parent Portal Sign-Up Form.

You will need Adobe Reader to open the form or you can pick up a form at the District's Administrative Center or Colin Powell Middle School.

4. You must bring the completed Parent Portal Access Form with a valid **State ID** (Illinois Drivers License or Illinois State ID) on one of the dates listed above.
5. A User Name a password will be assigned.

After Receiving Parent Portal Account

1. Go to a computer with Internet access.
2. Access your web browser (Internet Explorer).
3. Go to District 159 Home Page (www.dist159.com).
4. Click on the **Student Resources** menu.
5. Click on Parent Portal option.
6. Enter your assigned User Name and Password and click on the **Login** button.

Problems

If you experience problems, send an e-mail to ParentPortal@dist159.com.

1. In the e-mail provide the following:
 - A. Description of your problem
 - B. Include your name, student's name and a phone number where you can be reached if needed. If we don't need to call you, we will respond to the e-mail account from which the initial problem was reported.

Should you have any questions, please feel free to contact me at 708-720-9792.

Sincerely,

Eddie A. Short

Director of Technology
Elementary School District 159