November 21, 2017

Dear Parent/Guardian:

Studies show when schools and families work together to support learning, children do better in school. The Diocese of Trenton and its schools support and encourage this important home - school partnership and Parent Portal is one of the tools for keeping the lines of communication open.

The Parent Portal is a web-based communication program that allows parents secure internet access to real-time assignment grades, attendance and report cards. Web access to the Parent Portal is completely secure. Access is set up for individual families, and your access is limited to your child's records only.

As stewards of both our environment and your tuition dollars, we have decided to go 'green' with report cards. Report cards will no longer be sent home with students. Instead, they will be available the evening of report card distribution which is December 7, 2017.

Full access to Parent Portal will continue to be available for all students in grades 3 – 8. Limited access, in the form of report cards only, will now be available for grades K – 2.

New users in grades K-2 will receive an email containing their logon credentials on November 27, 2017 unless you currently have a child in grades 3- 8. If that is the case, then you will use your current login information.

Both Current and New Users, please make note of the following:

LOGON CREDENTIALS

- All emails will come from parentsupport@dioceseoftrenton.org
- Please read the entire email and follow the directions provided.
- DO NOT RESPOND TO THIS EMAIL – IF YOU HAVE QUESTIONS, PLEASE CONTACT YOUR CHILD'S SCHOOL
- DO NOT CONTACT THE DIOCESE – NO INFORMATION RELATED TO PARENT ACCESS WILL BE GIVEN OUT. ALL QUESTIONS/ISSUES MUST BE DIRECTED TO YOUR CHILD'S SCHOOL.

The email will include
Parent Access Address https://parents.dioceseoftrenton.org

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User Name - All accounts are created with an email that you supplied to the school. You will receive your credentials at that email address and it will also serve as your User Name.

Password - Upon first receiving credentials, you will receive a nonsense password. It is suggested that you copy and paste the nonsense password when first logging on. As soon as you successfully log on, you will be prompted to change your password.

Forgot Password Link - If you forget your password, you can click on the 'Forgot Password Link' and a new nonsense password will be sent via email.

For Security Reasons - If you attempt an incorrect password five times, your account will be locked out for security reasons. Once the account is locked, you will have to contact your child's school to request that the account be unlocked. When the account is unlocked, you will be provided a new nonsense password.

WHAT YOU WILL SEE

> **Grades K – 2** Summary Page – this page includes student name; school; student ID; homeroom; age; birthdate
> Grading Page – report card and functionality for printing report card

> **Grades 3 – 8** Summary Page – this page includes student name; school; student ID; homeroom; age; birthdate; attendance for the week; assignments for the week **Attendance Page** – summary of attendance for the entire school year **Grading Page** – report card and functionality for printing report card **Gradebook Page** – all courses scheduled and assigned teachers; running average in each course; the ability to view assignments/grades by day, week, month, trimester, full year; the ability to print assignments

PLEASE NOTE THAT GRADES K – 2 DOES NOT INCLUDE THE ATTENDANCE OR GRADEBOOK PAGES IN PARENT ACCESS

Any questions regarding this process please contact our Tech Coordinator, Mr. John Kocsis at jkocsis@trentoncatholic.org for assistance.

May God's blessings be with you and your family this Thanksgiving.

Sincerely,

Mrs. Reap

Mrs. Anne Reap, Lower School Director

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