

FORT ZUMWALT SCHOOL DISTRICT

DISTRICT ADMINISTRATIVE OFFICES

110 Virgil Street
O'Fallon, Missouri 63366

Honored for "Distinction in Performance" by the State Board of Education

September 2008

Dear Parent(s):

The Fort Zumwalt School District has opened an on-line parent portal. The portal will enable you to view your child's academic information via the internet. Access to the parent portal will allow you to view your child's progress when it is convenient for you; 24 hours a day, 7 days a week. This program will strengthen the important relationship between home and school through the use of technology.

With any internet browser you will be able to view:

- Your child's current schedule including teacher, hour and class
- Grades your child earned on each assignment, as well as missing and late assignments
- Outstanding fines and fees
- Complete attendance history

The following steps outline the registration process for school families to gain access to the parent portal:

- You must register with the main office at your child's school by completing the attached registration form. **You must register in person and bring a picture ID.** If you have more than one child in the district, you only have to register at one school site for all children in the family. After registering, you will receive an email sent to your registered email address (typically within 3-5 days) containing the parent portal web address and your login information.
- A Parent Portal user information packet can be obtained from your child's school.

Notes on using the Parent Portal system:

- Access to the Parent Portal can be gained from any Web browser. If you do not have Internet access at your home, public libraries provide free computer/Internet access.
- Teachers will still require an appropriate amount of time to grade assignments, quizzes, and tests for up to 180 students. Information on the Parent Link portal is extracted directly from teachers' electronic grade books. Questions concerning your child's grades or attendance should be directed to the teacher for that particular course.
- **Teachers will follow the guidelines listed below with regard to updating and posting their grade book information.**

Recording Assignments and Grades

Papers	Projects	Tests	Daily Work and Quizzes
Within 3 weeks Note: Large-scale papers that may require additional time for grading shall include an assignment comment indicating such.	Within 3 weeks Note: Large-scale projects that may require additional time for grading shall include an assignment comment indicating such.	Within 2 weeks	Within 1 week

Grade Book Comment Key

Exmp	(Exempt) Student is exempt from assignment and points will not be averaged into grade.
I	(Incomplete) Assignment is missing, but can still be turned in for full or partial credit.
0	Final grade; assignment window has closed and the assignment cannot be resubmitted.

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