

August 11, 2009

Parents:

We are pleased to announce that our Parents Online program is available to you. Parents Online offers you the opportunity to access your student(s) grades, attendance records, transcripts, daily announcements, and lunch information.

This form is a two part form. The first part is an instruction sheet and the second part is to provide information to the school. We have already established an account for you with a username and password. You will only need to specify if you want this account activated. Once activated, we will send you the username and password

1. **For previous users of the Parents Online program there are some minor but significant changes that you will need to know:**
 - a. You will be able to access all of your students' accounts using one username and password.
 - b. All user names will end with the domain "dwest.net—if you had a previous account the username is no longer valid, but the stored information and data will still be available once you log in with the new information.
 - c. You must notify us if you want your account activated, regardless of previous account activity—complete the attached sheet and return the form at enrollment or to the office of the school where one of your students attend.

2. **For new users of the Parents Online program:**
 - a. You will be issued a user name and password but you must specify that you want your account activated.
 - b. Complete the attached sheet and return the form at enrollment or to the office of the school where one of your students attend.

3. **For all users of the Parents Online program:** Once you are activated, you may check your student('s) progress from any internet site. The school's website: www.doniphanwest.org has the access link but you can save this address to your home computer: <https://www.goedustar.com> It is important that you remember to include the https code in the beginning as this is a secure website. *The site is only as secure as you allow it to be--If you choose to share your username and password with others, we cannot control their access.*

For security purposes, if you put in the wrong information more than three times when accessing the online gradebook program, you will be locked out. You must then contact us at school so that I can reset your account. All accounts will be maintained by Tarin Luedke at Doniphan West Middle School and we may be contacted at (785) 359-6526 or by email at tluedke@doniphanwest.org.

Thank You,

Rex Bollinger
Supt/Primary Principal

Kristy Ellis
DWES/DWMS Principal

Chris Lackey
DWHS Principal

USD 111

Parents Online Account Information Sheet

Parents and Family Name _____

Parent contact
number _____

Student(s) Name <i>(list oldest to youngest)</i>	Grade	Bldg
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_____ Yes, activate my account Date _____

_____ I need more information before I have my account activated

_____ I elect to not participate in the online grade book program