

Dear Parents/Guardians:

I am pleased to announce that Ashland High School is now offering on-line access to student information for parents through iParent. iParent is part of iPass, the Student Information System used by all schools in the district. It is our goal to improve communication between home and school by providing parents with timely access to student schedules, attendance, biographical information, and grades. **The portal will be open for viewing beginning January 1, 2013. I encourage each parent/guardian to apply for an account as soon as possible to allow administration the opportunity to accept and approve all requests.**

To register for an iParent account, see the instructions below:

**Step 1:** Please read the iParent Acceptable Use Guidelines on the Ashland High School web page. By accepting the iParent Acceptable Use Guidelines, you agree to the practices and communication expectations. Inappropriate access or misuse of the system will result in loss of access.

**Step 2:** Go to the Ashland High School website: <http://ahs.ashland.k12.ma.us/>. To begin registration: The registration link can be found under the Quick Links on the right hand side of the Homepage.

Fill in the Account Application Form.

- Parents/guardians must fill out and **submit** the registration form. All fields indicated with an asterisk are required, including your child's student ID number which can be found on your child's progress report or standard report card.
- Parents/guardians must enter their own username and password. **Note if you work in the district you must create a separate ID from your school ID and use a personal email account.**
- Completing the registration form does not instantly provide parents/guardians with on-line access. An e-mail will be sent from the school regarding the status of the application. The District always reserves the right to require additional information and/or that a parent/guardian visit the school in person prior to final approval.

Parents/guardians should be aware that teachers have been asked to enter assignments/tests into their rankbook on or before the date the assignment/test was given to the student. Grades for each assignment/test

given will be entered into teachers' rankbooks and available in iPARENT within a reasonable timeframe but not more than two weeks after the due date of an assignment. A more detailed schedule of grade postings, progress reports, etc. will be posted on the AHS website in weeks to come.

**Step 3:** Once you have received confirmation of your account:

Go to the Ashland High School Homepage <http://ahs.ashland.k12.ma.us/> and click on the iParent Link which is found under the parent section on the left hand side.

When logging in to iPass/iParent you will only be allowed three attempts before your account becomes inactive. If this happens, you will have to e-mail the iPass account manager at [iparent@ashland.k12.ma.us](mailto:iparent@ashland.k12.ma.us) in order to have your account reactivated. You must send your iParent Username in the email.

**Final Note:**

This system is intended to improve communication between home and school and it should not be used as a vehicle to create an adversarial or challenging relationship between parent and teacher. Questions and comments sent over email should be informational only and not excessive in length. This system is not intended to remove the responsibility of the student to be responsible and accountable for his/her work. Issues and/or questions that are personal in nature should be handled using the AHS Chain of Communication as described in the student handbook.

The most important report you will find is called the Progress Report. This report will give the most updated information on your child's assignments and grades.

Should you have immediate questions please see the Frequently Asked iParent Questions Page at <http://ahs.ashland.k12.ma.us/>.

Be well.

Sincerely,

Jim Adams, Principal