

Homewood-Flossmoor High School

presents

ParentCONNECTTM xp

Student information in the home

Using your home computer, access your child's

- Grades
- Course history
- Attendance
- Schedule
- Teacher information
- Discipline

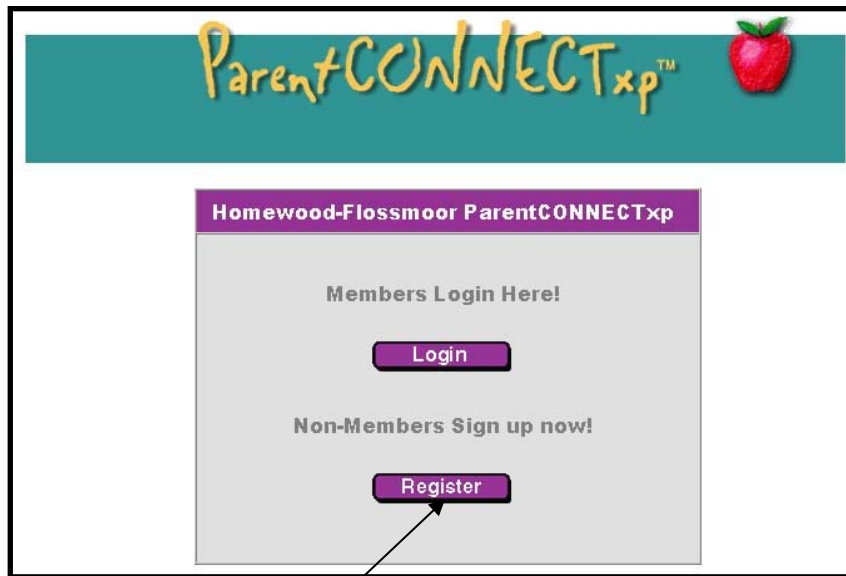
What you need to get started:

You need home access to the Internet using either Internet Explorer or AOL 3.0 or newer, and an email address.

To begin:

Using your internet browser, go to www.hfhighschool.org/parentconnect

You will see an introductory screen to access secure information:



Begin by clicking on the Register button.

Once you click on the Register button, you may get an alert screen telling you that you are viewing information over a secure web site. Click OK if you get this warning screen.

Registering your child or children:

The next screen you will see is a form that you must fill out. Be sure to fill in all information including your email address. This is necessary if you are planning on using the Alert feature of the system.

Parent Information

First Name:

Last Name:

Mailing Address:

City:

State:

Zip Code:

Home Phone:

Work Phone (optional):

Email Address (optional):

Student Information

*Please enter information for each of the students you would like to register.
Please list each student you wish to register as follows <Student Name>, <Student School>, <Grade Level>
e.g.
Victoria Bright, Alameda High School, 9
Daniel Bright, Alameda High School, 12*

(registration form)

Once you have completed the registration form, click the Submit button. A release form/letter will be displayed. Parents must print the form out, sign it, and then either fax or mail the form to the district.

Mail to: Parent Connect Access Request
999 Kedzie Ave.
Flossmoor, IL 60422

Or Fax to: 708-799-3074

This will finalize the registration process. Once we receive your mailed or faxed signed release form, we will contact you via U.S. mail to give you your login ID and password.

(At this point, you can log off of your browser and wait for your information.)

Sample Release Form:

Homewood Flossmoor High School

Parent/Guardian Information

John Doe
1234 1st Street
Flossmoor, IL 60422

Student Information

James Doe, HF Highschool, 12 Sue Doe, HF Highschool, 9

By completing and signing this release I understand that I will be provided with credentials that will grant access to student records for the above students and agree to the following terms and conditions:

Student records provided may include attendance records, student schedules, discipline records, grades, and contact/demographic information.

I accept full responsibility for the use of my credentials (user ID and password) and will use due diligence to protect such credentials and will not reveal them to any other party or individual.

I will hold the district harmless in the event that student information is inadvertently released as a result of my compromised credentials.

Inappropriate or unauthorized use of this system may result in civil or criminal penalties.

Access will be suspended for delinquent accounts.

I agree to the above statements and certify that I am the legal guardian for each of the above students. I authorize Homewood-Flossmoor High School District #233 to provide credentials that will provide access to these student's records.

Signature/Date

Please print this release and submit to the following address:

Parent Connect Access Request
999 Kedzie Avenue
Flossmoor, IL 60422

Or Fax to: 708-799-3074

Once you have your login ID and password:

Once you have received your login ID and password, you can log back into www.hfhighschool.org/parentconnect and click the Login button to enter ParentCONNECTxp. Type in your login ID and then type in your password. Then click the Login button.

Once you have logged on:

The first time you log on, the introductory screen will display. Select the Settings button at the top right side. This will open up a settings window.

You can change your password to something more easily remembered.

You should also register your email address. The email address is needed for alert notifications and other emails.

The screenshot shows a settings window with three main sections:

- Change Password:** Contains two text input fields labeled "New Password:" and "Confirm Password:". Below them is a note: "If you would like to specify a new password, simply type in the name of the new password, and repeat the password in the confirmation password text box." and "NOTE: Your password must contain at least 8 characters."
- Primary E-Mail Address:** Contains a text input field with the placeholder text "your email account". Below it is a note: "This e-mail address will be the location that all documents sent from ParentCONNECTxp will be delivered to. This includes any alerts notifications, transcripts, or report cards."
- Alert Notifications:** A section with a purple header. It contains the instruction: "Select the events you would like to subscribe to. If any of the selected events occurs notification will be sent by email." followed by a list of checkboxes:
 - Discipline Incidents
 - Unexcused Absences
 - Tardies
 - Missing Assignments
 - Failing Score
 - Unverified AbsencesAn arrow points from the "Missing Assignments" checkbox to the text below.

At the bottom of the window, there is a footer area with the text "Please make any changes you wish." and two buttons: "Apply" and "Back".

Please note that the **Missing Assignments** alert has a built-in 2 day delay. This feature only alerts grades that are marked INC (incomplete) by the teacher.

The introductory screen:

PEARSON Education Technologies

ParentCONNECTxp™

Homewood Flossmoor H.S. 233
Homewood Flossmoor High School

Home
Settings
Help

Announcements Teachers

(Last Updated: Apr 6 2005 1:34AM)

Your child's name here

[Assignments:](#) No assignments due this week

[Grades:](#) Current GPA: Class Rank:

[Attendance:](#) No tardies or absences reported this week

[Discipline:](#) No incidents reported this week

Student Info
Schedules
Grades
Events
Attendance
Discipline
School Info

The **Student Info** link will present you with the general information supplied to us at registration, your child's photo, and the most recent grade report.

The **Assignments** link displays the student's grades/assignments for the current week by default. Using the pull-down menu will allow you to view grades for the month or the current year. Clicking on the **Class Scores** button will display the student classes with a cumulative grade for each class. Clicking on a cumulative grade will display all assignment grades for a given class.

The **Grades** link will initially display the current grade report. A pull-down feature will allow you to go back to previous grade reports. Note, only mailed reports are displayed in this screen, so there may be no grades at all until the first progress report gets mailed out.

The **Learning** link is not currently utilized.

The **Attendance** link will display the current month's calendar. An icon legend below the calendar explains markings for absences and tardies. You can navigate to previous months using the navigation arrows above the calendar.

The **Discipline** link will show any discipline events in which your child was involved.

The **School Info** link will display the schools address and phone information.

When you are finished with a session in ParentConnectxp:

Please remember to **logout** or **close your browser** to maintain the security of the information contained in your account.