

December 8, 2009

Dear Junior High Parents,

This mailing includes information about Ascension School's electronic student information system. There is also a temporary password that will allow each family access to their junior high child's grades and attendance record, and establish a new permanent password.

Ascension School used funds from the 2008 Auction Fund-a-Need Program, *Wired*, for this program. Barb Fitzgerald, from the Ascension Office of Institutional Advancement, managed the entire project from product research to staff development. Her energy and enthusiasm inspired the faculty and staff to implement the program. Thanks, too, to Deb Morawski who entered all student/family data, making it possible for the teachers to use the attendance record program this school year.

At this time, families will have access to grade reports for junior high students (Grades 6, 7, and 8) only. Teachers will post grades every 10 class days, or two weeks. Late or make-up work will be added within the two-week cycle. In the future the School intends to make grade reports available for all students.

We encourage families to check grades and assignments regularly. The availability of online grades will eliminate the need for paper progress reports for junior high students. However, teachers will send an email to any family whose child's grade is at a "C" or lower. Families can anticipate emails during the week of December 14, 2009.

Please keep the enclosed information for your reference. Directions for the online system will also be posted on the school's website, www.ascension-school.com. Please do not hesitate to contact Barb Fitzgerald by email at bfitzgerald@ascensionchurch.com, or call the school office with questions or changes.

This new system facilitates timely communication with families, and eliminates the costs of sending paper progress reports. The School can expand use of this system so that data and demographic information is managed and updated electronically.

Thank you for your support and cooperation,

Sincerely,

Mary Jo Burns, Principal