

# PARENTCONNECT PROCEDURES

*This section assumes that you have already attended the 1 hour training class held at Salado ISD. Before you start, you need to gather the following information, as you will need it to complete the on-line registration process.*

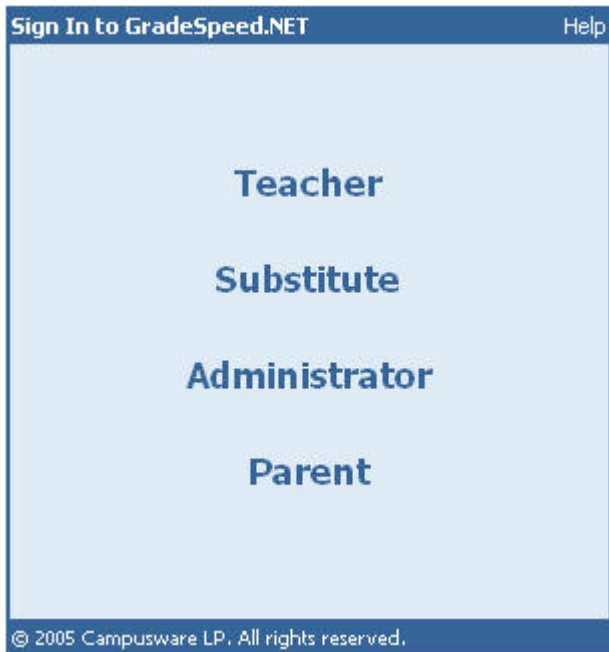
USER ID - \_\_\_\_\_ This is what you will use as your ID to log in. It should be unique.

Password - \_\_\_\_\_ Your password is required to be at least 6 characters long.

STUDENT ID NUMBER - \_\_\_\_\_ This is your child's student number which is also known as their cafeteria number, their library number, their computer log on ID. If you do not know this, please ask your child, as all children at Salado ISD should know their individual student number.

## PROCEDURE TO SIGN UP

1. Using the Internet, visit [www.saladoisd.org](http://www.saladoisd.org) web site. Across the title bar, select technology and choose GradeBook link. This link will take you to <http://www4.saladoisd.org/gs>. (In the near future, this link will be replaced with <https://www4.saladoisd.org/gs> which will be a 128-bit encryption link to ensure the long-term security of your password.)
2. At the GradeSpeed screen, select Parent.



3. Click the *Click Here To Sign-Up* for ParentConnect at the bottom left of the Parent Sign-in.



4. You will be taken to a Parent Account Signup screen. Please complete the information in all the fields. A field that has a red \* (asterisk) next to it denotes that the field is required in order to ensure successful registration.
  - a. Your password must be at least 6 characters long.
  - b. Your user ID is what you will use to log in. It is recommended that you select something that is unique to you and something that you will remember.
  - c. The phone number fields do not take dashes. Thus 254-947-5471 is 2549475471

Username:	<input type="text"/> *	Your First Name:	<input type="text"/> * M.I. <input type="checkbox"/>
Password:	<input type="text"/> *	Your Last Name:	<input type="text"/> *
Confirm Password:	<input type="text"/> *	Your Address:	<input type="text"/> *
Password Requirements:	Minimum Length: 6		<input type="text"/>
		City:	<input type="text"/> * State: <input type="text" value="Texas"/> *
		Zip:	<input type="text"/> *
E-mail:	<input type="text"/> *	Primary Phone:	<input type="text"/> *
Confirm E-mail:	<input type="text"/> *	Alternate Phone:	<input type="text"/>

5. Make sure you read the agreement and check the I agree box at the bottom of the screen prior to clicking Sign Up.


I agree to the above terms of usage \*  
 (You must check the above box in order to proceed)

6. After you click sign up, you will be logged in to ParentConnect and taken directly to a home screen. Click the *Add A Student To My Account* link in the middle of the page to request which child you would like to see the grades of.
  - a. To save you time, enter all children (one at a time) you have in the district except for those outlined in training.
  - b. You will need the student number of each of your children.
  - c. Enter your child's formal name that you used to enroll your child into Salado ISD.

**Your account currently does not have any students associated with it, or access to students has not yet been approved. Please click below to add students to your account.**

[Add a student to my account](#)


7. Enter the information on the Student screen. A red \* (asterisk) denotes a required field. The more information you provide here per child, the faster your enrollment process will be.

Student ID:	<input type="text"/> *	
Student First Name:	<input type="text"/> *	
Student Last Name:	<input type="text"/> *	
Student Address:	<input type="text"/> *	
City:	<input type="text"/> *	
State:	Texas <input type="button" value="v"/> *	
Zip:	<input type="text"/> *	
Campus:	Select One <input type="button" value="v"/> *	
<a href="#">Submit</a>   <a href="#">Cancel</a>		

8. Click Submit
9. Click Add Students to add more children.
10. Repeat the data entry process until all children are entered.
11. Log out of ParentConnect.

- [Grades](#)
- [Triggers](#)
- [Manage Students](#)
- [My Settings](#)

You are currently logged in as **temp**.

[\[Log Out\]](#) 

12. You have completed the enrollment process.

Once you have enrolled, your account will be reviewed against -

- a. Salado ISD enrollment cards on your children. Any discrepancies may cause a delay in processing.
- b. Your signature sheet you turned in stating you attended the mandatory training.

Once reviewed, your account will be activated at which time you will receive an email stating you now have access to view your child's grades. If you are rejected, then there was an error in processing your information and you will be notified of the rejection and the reason. The two most common reasons for rejecting an application are missing information and/or contradictory information from that which is on file here. If this should occur, please call the campus of your child to have the information updated and afterwards, re-register again on line (Rejected applications are deleted upon rejection-thus, you may reuse the same ID/PWD/Email account to re-register).

***Accounts will be activated daily on a first come, first serve basis. Please allow 48 hours to process your application.***



## GRADESPEED PARENTCONNECTION AGREEMENT

**PLEASE READ THIS FORM AND SIGN ON THE LAST PAGE. YOUR SIGNATURE CERTIFIES THAT YOU HAVE READ THIS FORM IN ITS ENTIRETY, UNDERSTAND THE CONTENT, ATTENDED THE REQUIRED TRAINING AND REQUEST ACCESS TO VIEW YOUR CHILD(REN)'S GRADES ON-LINE VIA THE WORLD WIDE WEB.**

1. Attended the required 1 hour training held at Salado ISD hosted by Salado ISD personnel.
2. Acknowledge that you have 1 or more children currently enrolled and attending classes at Salado ISD.
3. Acknowledge that you are the parent and/or legal guardian of the child(ren)'s grades you wish access to.
4. Understand that your ability to view your child(ren)'s grades on-line is considered a privilege, and in no way, manner or form constitutes "a parental/guardian right". As such, the Superintendent, the Campus Principal or the District Technical Director may revoke your privilege should you abuse/misuse this privilege by violating the terms of this agreement.
5. Agree that this privilege is an opportunity to help your child.
6. Agree that your access will not be used as an opportunity to "coerce", "pressure", "intimidate" or "harass" your child's teacher.
7. Agree that once your child is no longer enrolled in Salado ISD, your permission to view ParentConnection will be terminated.
8. Understand that you will have access to view only your child(ren)'s grades.
9. Agree that you, the parent/legal guardian, will view the grades on-line and that your child will not, in any way, use this tool as a way to monitor/assess his or her own individual academic performance which could impede the classroom environment.
10. Understand that teachers are required to post all grades every third week of a cycle. Thus, understand that grades may not change on a daily basis and for some classes, may only change every third week. While most teachers exceed this requirement by posting grades regularly, the frequency of updating grades is left to the teacher's discretion with the mandated district policy of teachers posting grades every 3<sup>rd</sup> week of a cycle.
11. Understand that select classes, such as PE and TAE Fine Arts, do not post grades until the end of the reporting period.
12. Understand that teachers "retain" the right to drop low grades or adjust grades and averages based upon the child's efforts in class.
13. Understand that the teachers right to adjust grades is handled on a per child basis and the parent should not expect adjustments to be applied uniformly to all students in the class or grade level.
14. Understand that there is one account created per family. Exceptions to the one account per family rule are:
  - a. Divorced couples
  - b. Split families
  - c. Grandparent/legal guardian cases
  - d. Specialty cases not listed above.
15. Understand that there are privacy issues associated with on-line grades and that you agree to make every effort to safeguard the privacy of your child by
  - a. Keeping your password secure.
  - b. Not sharing your password with anyone else other than your spouse.

- c. Not sharing your password with your child.
  - d. Not sharing your child(ren)'s grades with other parents of other children currently enrolled in Salado ISD.
  - e. Changing your password if you suspect your account has been broken into or if your password has been compromised.
16. Agree to report to [earl.bragg@saladoisd.org](mailto:earl.bragg@saladoisd.org) or [billy.wiggins@saladoisd.org](mailto:billy.wiggins@saladoisd.org) any incidents where you suspect either your confidentiality has been compromised or where your password has been compromised.
  17. Agree that if you have a question about a grade your child receives, **that you will first ask your child**. If after this first line of questioning, you still have questions or do not understand, your second line of questioning is to **call or email the teacher for an explanation**. If the response you receive is still not satisfactory, you agree to **schedule a meeting with the teacher** using either email or voicemail to make the appointment. If, after this 3<sup>rd</sup> line of questioning, you still feel your concerns/questions have not been met, you agree to **schedule a meeting with the campus principal**.
  18. Agree and understand that the teacher may take 24 to 48 hours to respond to your email or voicemail. If you have not heard back from the teacher within 48 hours, you agree to contact the campus principal or campus front office to inquire as to why you have not heard back from the teacher.
  19. Agree that you will not "show up", unannounced, to the classroom to discuss grading questions thereby interfering with scheduled classes or the teacher's conference period. Showing up unannounced and disrupting class is grounds for immediate revocation of this privilege.
  20. Agree that you will not intrude on the teacher's personal life after hours, on weekends or during school breaks (by making phone calls, stopping by their home, mailing, emailing their personal address, or happening to run into them) to discuss your child's grades or the teacher's grading policy. All questions concerning your child's grades will be addressed with the teacher during normal school hours using the procedure outlined in #17 above.
  21. Agree to report to [earl.bragg@saladoisd.org](mailto:earl.bragg@saladoisd.org) any instances of which you are thoroughly familiar, concerning misuse or abuse of this privilege by another.
  22. Understand that trying to hack, change, or alter either grades or any other form of electronic content to which you are not authorized to, is grounds for immediate revocation of this privilege.
  23. Understand that abuse or misuse of any other Salado ISD electronic / communications systems, of which you may have access or belong to as member, could result in the immediate revocation of this ParentConnect privilege.

# PARENT CONNECTION SIGNATURE PAGE

**PLEASE DETACH THIS PAGE, COMPLETE AND SIGN, AND TURN IN TO DESIGNATED AREA AFTER TRAINING.**

I agree to the terms discussed on the previous two pages, numbered 1-22. I understand that not following the terms discussed on the previous 2 pages may lead to the revocation of my privilege of using ParentConnection.

**PLEASE FILL OUT AS COMPLETELY AS POSSIBLE**

CHILD'S FULL NAME	CHILD ALIAS	STUDENT # (if known)	CAMPUS (CIRCLE)
EXAMPLE : JOHN PAUL DOE _____	____JP_____	____102222____	TAE / <del>SIS</del> / SJH / SHS
_____	_____	_____	TAE / SIS / SJH / SHS
_____	_____	_____	TAE / SIS / SJH / SHS
_____	_____	_____	TAE / SIS / SJH / SHS
_____	_____	_____	TAE / SIS / SJH / SHS
_____	_____	_____	TAE / SIS / SJH / SHS
_____	_____	_____	TAE / SIS / SJH / SHS
_____	_____	_____	TAE / SIS / SJH / SHS

\_\_\_\_\_  
PRINT PARENT FULL NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT SIGNATURE