



King Philip Regional Middle School

Dear King Philip Guardian/ Parent,

The King Philip School District has in place a new web-based communication tool, IPARENT that has the potential to allow you to access your child's homework, attendance, class schedule, and current year grades. Although not every teacher's assignments will be accessible, term grades, daily attendance and schedules will be available for parents who register for this program.

To register for access to IPARENT (IPASS), you will need Internet access along with a version of Internet Explorer 5.0 or later. Go to the King Philip main page for your child's school and click on the IPASS button in the left navigation bar area. You can also type

<https://ipass.kingphilip.org/school/ipass.wsc/syslogin.html>

Either method will connect you to the IPASS login page (Figure 1). You may wish to bookmark this location. On receipt of this letter, please register immediately if you are interested. **NOTE, IF YOU HAVE ALREADY REGISTERED AND BEEN APPROVED, PLEASE DISREGARD THIS LETTER.**

Once on the Login page, look at the bottom of the page where you will see a link titled "Click here to apply for on-line access to your child". Clicking on this link will bring you to the online application (Figure 2). Please supply us with the appropriate information in the areas marked with an asterisk. You should apply for access listing **ALL** of your children attending King Philip. **DO NOT enroll them separately.** You will need to use each child's student ID # which is listed on your student's report card. When completed, click the "SUBMIT" button found at the bottom of the form.

This form will be reviewed by school personnel to insure that the person requesting access is entitled to receive confidential information for the student(s) listed on the application. You will receive an email when your application is processed. For security reasons, you may be contacted via phone, email, or letter before any final access is granted.

Documentation for Iparent can be found on the technology web page here:

<http://www.kingphilip.org/technology/TSD.htm>

Sincerely,

Dr. Susan Gilson, Principal
King Philip Middle School



Figure 1

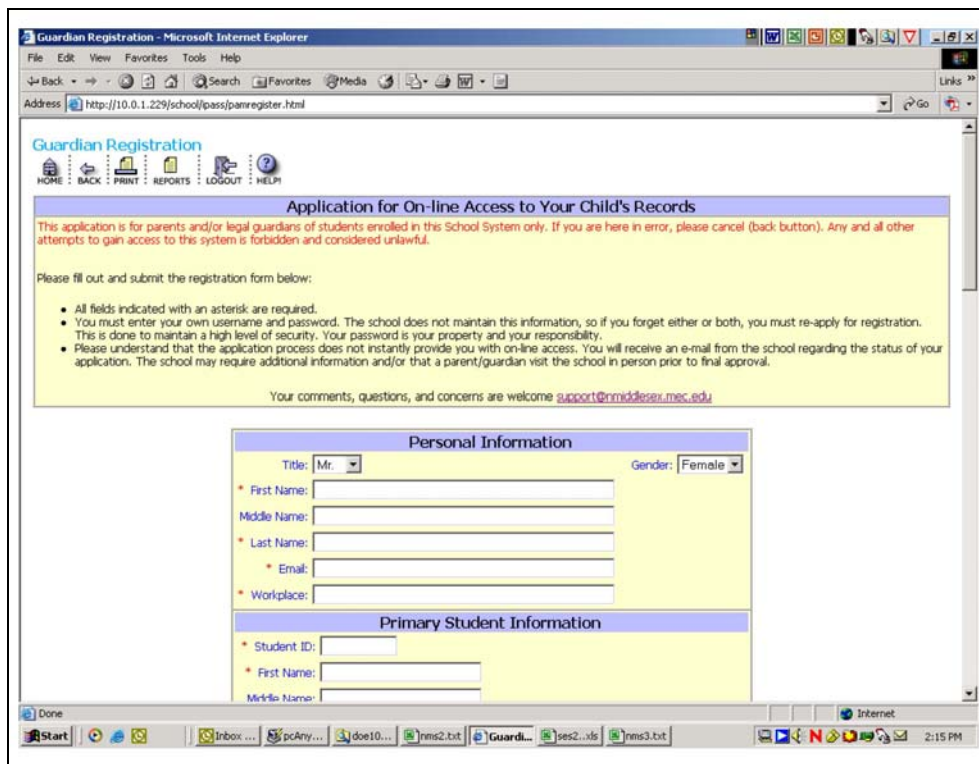


Figure 2

Parents FAQ's:

Q: What is Iparent?

A: Iparent is part of our student information system (Ipass). Iparent is one of our communication tools in addition to email, phone, Connect Ed and personal appointments. The Iparent access allows parents to efficiently and effectively communicate with staff and faculty. Parent can view Daily Attendance, Progress Reports and Term Grades. Individual assignments are made viewable to parents by teachers.

Q: How do I get access to Iparent?

A: Parents and guardians can apply for access via the Ipass login page on the King Philip web site (www.kingphilip.org) The application approval is based on criteria we have in our current database and does not provide instant access to your child's information. All required entries are listed with a red Asterisk*. When your criteria have been verified by our Iparent Administrators, you will receive an approval or denial email.

Q: What if I receive a denied access email?

A: If a parent/ guardian is denied access you will receive and emails stating to contact the main office. In most cases your criteria entries did not match our records. Corrections can be made in the main office with proper ID and you will need to reapply for access.

Q: What if I forget my username or password?

A: If you have forgotten your username or password please email iparent@kingphilip.org with the subject line "Password". Please include your name and your child's student ID. All questions regarding Iparent should be directed to iparent@kingphilip.org.

Q: What if I don't see a grade from a teacher?

A: Iparent view is real time so it is possible that the teacher has not entered the grade or that teacher is currently maintaining an offline rank book. If you have questions about your child's progress, please contact that teacher by phone or email.

Q: What is meant by progress reports in Iparent view?

A: The progress report is generated from the teacher's rank book. It includes dates, categories, assignments, scores and grades entered by the teacher. The progress report will display the term grade at that moment in time. Essentially the progress report is a real time assessment of your child's progress or an "IN" progress report and historical record of progress by term.

Q: What by definition is YTD or Year to Date?

A: Year to date is the student's cumulative grade viewed at that moment.

Q: What by definition is Current Term?

A: Current Term is the student's current term grade viewed at that moment.

Q: Where do I find documentation about Iparent?

A: Documentation can be found at <http://www.kingphilip.org/technology/TSD.htm> and on the Ipass Login page <https://ipass.kingphilip.org/school/ipass.wsc/syslogin>