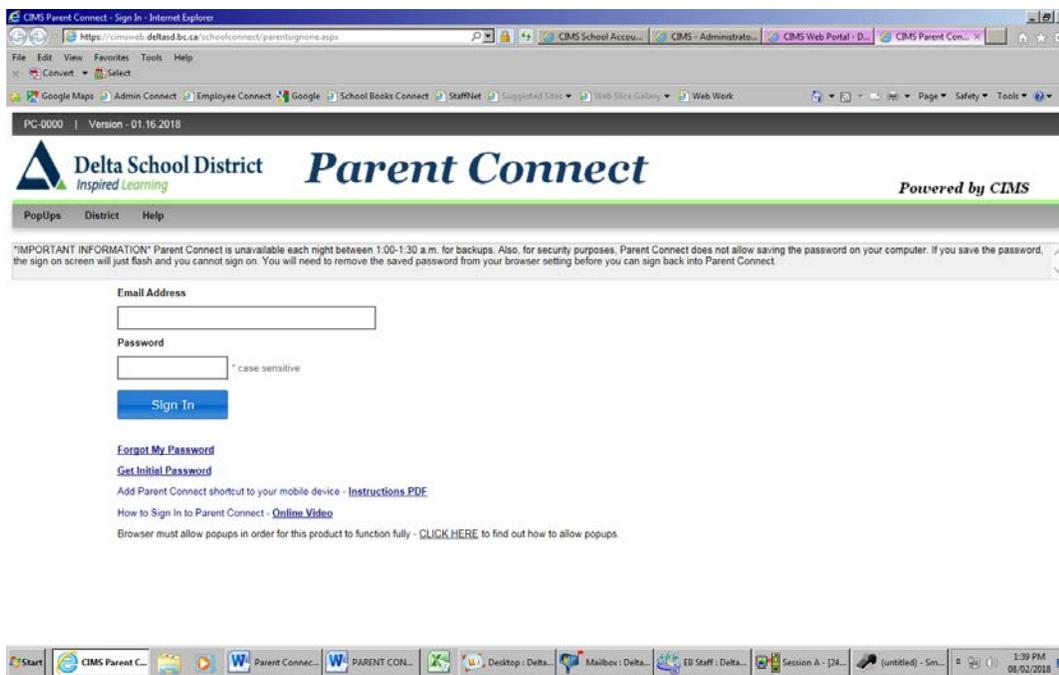# *Parent Connect*

Introduction

Parent Connect is a tool that parents can use to access and update student information. Parent Connect will allow parent/guardians to review:

- ❖ Attendance (real-time to current day)
- ❖ Approval Forms
- ❖ Report card marks, interim marks and comments (when appropriate)
- ❖ History of grade marks/transcripts for all previous years final marks
- ❖ Demographics (address, guardian and emergency contact information)
- ❖ And pay student fees

Authority and Passwords

To access Parent Connect by using parent/guardian e-mail (as defined in the student's record), go to:

**https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignone.aspx**

We suggest that you bookmark the Parent Connect option and add it to your 'favorites' for quicker access in the future. If you forgot your password, just click on the "forgot my password" icon and you will receive your password via e-mail.

In order to make the first password change the system will ask you a couple of basic questions. This way, if you ever forget your password, you will be able to change it without contacting the school.

Select the Password button
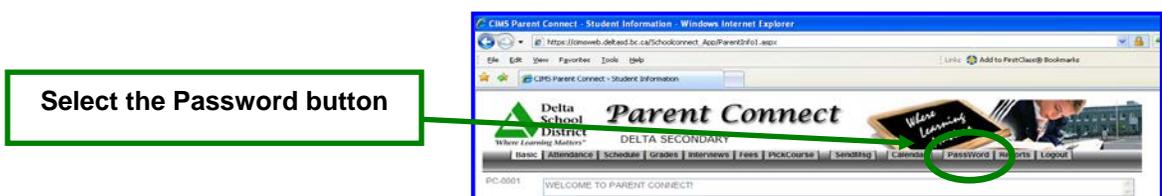
To change your password:

- ❖ Type in the existing password or indicate you forgot your password
- ❖ Indicate your identity items
- ❖ Input your new password
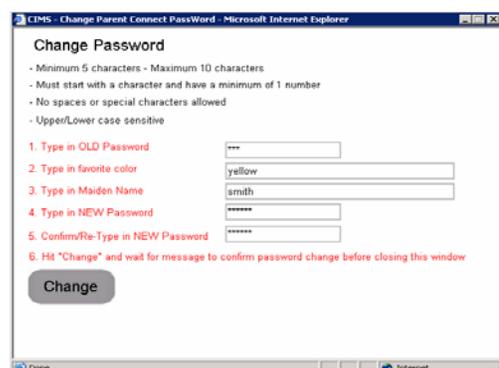
The postal code is where the parent/guardian resides. Once you have signed on successfully – you should change your password to something more meaningful.

Student Demographics - Editable

The student's demographics (address, guardian and emergency contact information) are viewed from the Basic button. Parent/guardian phone numbers and email addresses, emergency contact phone numbers and emergency release and out of province contact names, phone numbers and email addresses can be updated from this tab. If parents have moved or notice errors/omissions in the address information that needs to be updated by the school – please contact the school.

Note: The primary guardian has the ability to change any contact information and telephone numbers (out of province contacts, emergency contacts, additional contacts and work phone numbers). Additional guardians can only change their own contact details.

Forms

School forms are posted to Parent Connect and are found on the "Form" tab for you to review and authorize (**mandatory annually**):

1. Google Apps for Education (for grades 4-7 only)
2. Family Demographic Information
3. Emergency Release Information
4. Outside Media In Schools
5. Personal Information Consent
6. Walking Field Trips
7. Fee Structure & Policy Document
8. Daily Health Check

Each forms approval item will have an associated PDF document explaining what that particular form is about. View this document by clicking the grey button under the Document Column. Each form will require the parent to select a predefined response appropriate for that form. Most responses are typically a **Yes** or **No** type response where you indicate approval for something or that you've read the form or validated/updated some information.

The responses can be chosen by clicking on the down arrow to the right of the Response box, click the down arrow and choose your response and then click the blue "Save" button. Once a response has been selected and saved it is locked from further changes. If you need to change your response, please contact the school office.
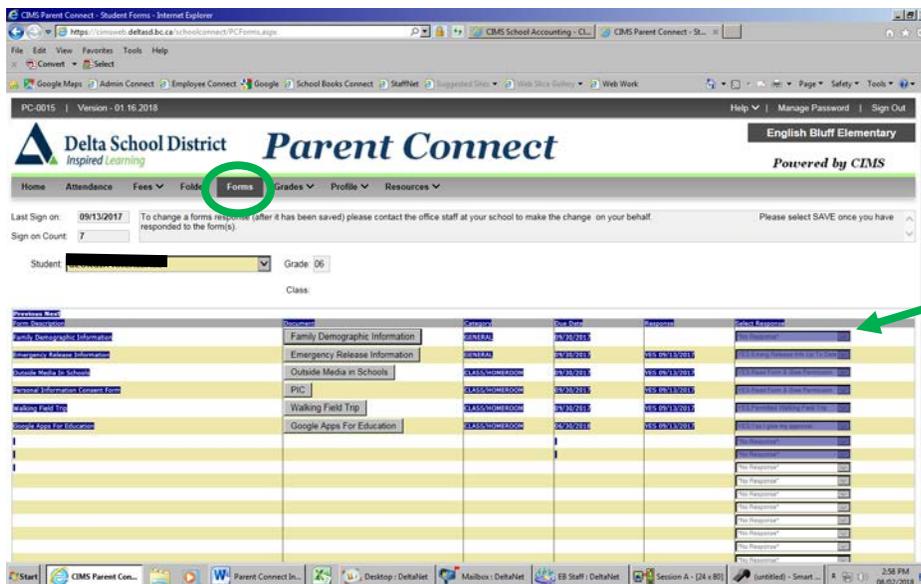
Down Arrow – choose your response and save

Attendance

Attendance may not be completely updated until the end of the day.

Student Grades

Parent Connect allows parents to view current year report card mark information once report cards have been distributed. Parents are also able to view the history of grade marks for all previous years' final marks.

Student Fees

Parent Connect allows parents to view and pay current year fees. Details of all assessments (student fees), as well as payment information, are found on the 'Fees' tab. To make a payment choose the Fees tab, then fees for payment. Parents can select the box on the line for each fee type. Choose ready to pay, system will ask to confirm payment, if wrong, choose close, if correct, choose make a payment. At this time you will be redirected to Moneris to enter your credit card information.