

September 27, 2006

Dear Cass Jr. High School Families,

We are pleased to offer you a new opportunity for communication with Cass and your child's teachers. Parents may now login to our Centerpoint student management system and be able to see their child's

Student Schedule (periods, rooms, teachers);
Demographics;
Attendance;
Grades (Transcript);
Activity Calendar;
School Messages.

You login to Centerpoint by going to the District homepage at www.cassd63.org. You will see a blue button labeled, "Centerpoint." Simply click on that button and you will be taken to a login screen. Type your username and password (see the attached sticker) to access Centerpoint.

You will immediately be asked to create a different password and to confirm that password. Once you do this, you will be at a page where you will see your child(ren)'s names listed. Click onto a name and you will be taken to your homepage, with calendar, announcement and schedule information listed. You should see your name(s) in the upper right corner of the page.

On the back of this letter we have provided a simplified list of instructions for accessing Centerpoint. We have also included contact information in the event that you run into problems and need help.

At this point, we have not provided access to student grades other than through "Student Transcript." Once we resolve technical and security issues, we plan to make Grade Book access available to parents. You will be informed about this in an upcoming communication. We also plan to activate the "Automatic Notification" email feature available in the near future. Please continue to use conventional email to communicate with your child's teachers. We will not be using Centerpoint's internal messaging system.

We do hope you find this to be a helpful communication tool. If you run into problems, please contact us. Once again, you will hear from us in the near future with additional information regarding the Centerpoint student management system.

Yours truly,

Mark Enright
Cass Jr. High School Principal

Instructions for using Centerpoint

Login

1. Go to the District homepage at www.cassd63.org. You will see a blue button labeled, "Centerpoint." Simply click on the button labeled, "Centerpoint."
2. Type your username and password (provided in this communication) to access Centerpoint.
3. You will immediately be asked to create a different password and to confirm that password.

Accessing Your Child's information

1. Once you create your password and login to Centerpoint, you will be at a page where you will see your child(ren)'s names listed. Click on a name.
2. "Personal Calendar" appears on the left side of the page. You can access additional calendar information by clicking on the square labeled, "more." You will find most pertinent school events on this calendar.
3. Under "Course List," you will see your child's schedule. You can access additional schedule information by clicking on the square labeled, "more."
4. Under "StudentInfo," you will see "Student Transcript," and "Student Information."
5. By clicking "Student Information," you will be taken to your child's homepage.
6. By moving your cursor over the "Reports" link, you will then see "Attendance Report,"
7. Under "StudentInfo," you will see "Student Transcript" - By clicking "Student Transcript," you will see your child's grades from last year, if your child was in Cass last year.

Getting Help

If you should run into problems, please call **Mike Kuhlman** at 968.3026 x7489 or 985.1900 x7460. You can also email Mike at mkuhlman@cassd63.org.