



SUGAR VALLEY RURAL CHARTER SCHOOL

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Dear Parents/Guardians,

Keeping a close eye on your child's grade is a very important part of making sure your child has a successful experience here as SVRCS. As educators we work hard to make sure your child is getting the best possible education. We believe that the partnership we have with you is a vital part of your child's success. To be able to keep track of their grades we invite you to sign up for the access to the Parent Portal.

Our teachers use E-School Data a program to track attendance, assignment, and grade information for students in grades 5-12. When you log in, you will be able to view your child's current grades and assignments, as well as other general information about their classes and teachers. All information is protected by secure passwords and is viewable only to a student and his/her parent(s).

If you are interested in establishing an account, please follow the instructions below. If you have any questions about the grade-book program or if you need assistance with setting up your account, please contact us at the school.

Sincerely,

Jeremy Rossman

Technology Director, SVRCS

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CSIU Parent Portal Account Creation and Login Instructions

To create an account, click the link that says "online registration" and you will be taken through the account creation process. To complete this process, you will need know your child's SVRCS ID number. This number can be found on your child's report cards (it is also their lunch number). Please be careful

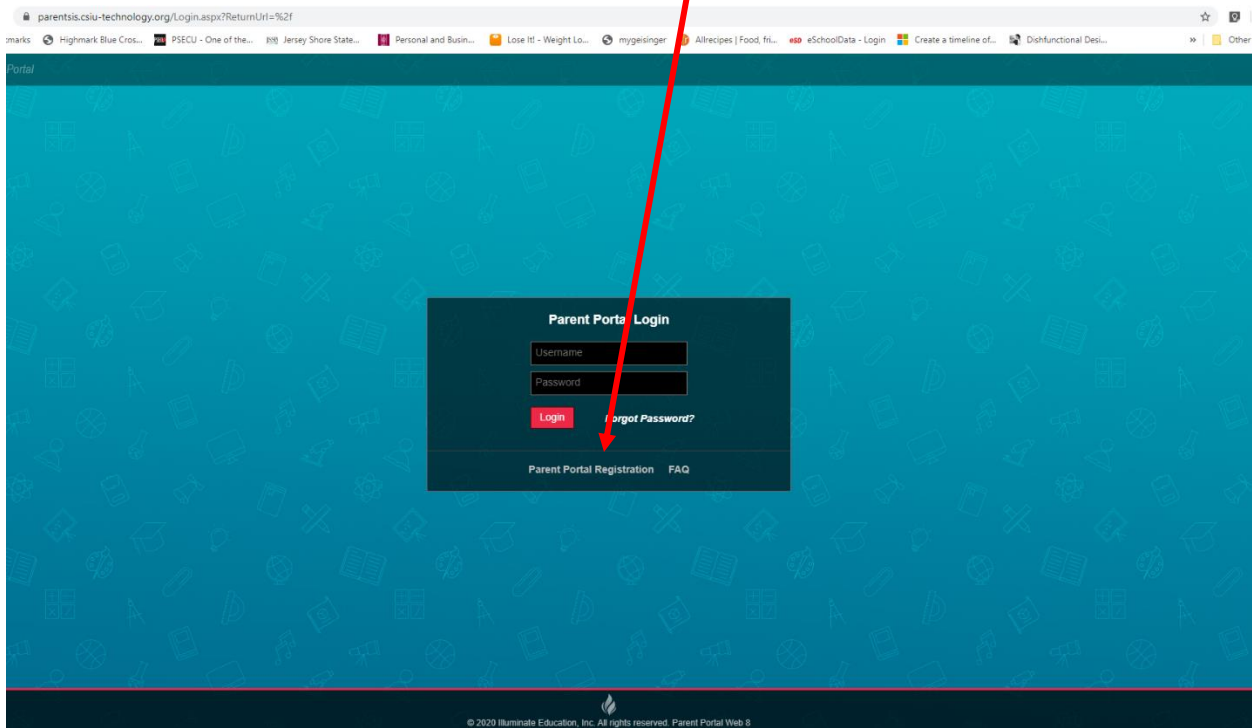
to enter all data correctly. Your identity is confirmed by matching your entries against information that is on file in the office.

You will receive an automated email reply (within a few minutes) from the system after you complete the request. Your request is then forwarded to school staff to complete the approval process. We will attempt to respond to all requests as quickly as possible, but if you do not receive a reply from us with a couple of days, feel free to contact the school to check on the process.

Scroll to the Bottom of the www.svrcls.org and click on the Parent Portal button.



Click on the link that states Parent Portal Registration.



Fill out the information on the screen. For the School District type in SVRCS District.

The screenshot shows a web browser window with the URL `parents.csiu-technology.org/Register.aspx`. The page title is "Welcome to Parent Portal Registration!". There are three tabs: "Account Information" (selected), "Personal Information", and "Student Information". Below the tabs, the instruction reads: "STEP 1: Please enter your parent portal logon information below." The form fields include: "School District" (text input with a note: "(Start typing your school district then select your district in the list)"), "Username" (text input with a note: "(Your ID is what you will use to login to the portal. You can change at any time from within the portal.)"), "Email Address" (text input with a note: "(Your email address can be updated at anytime from within the portal. If you forget your password the account reset information will be sent to this account)"), "Confirm Email Address" (text input), "Password" (text input with a note: "(Should be a minimum of 6 characters with at least 1 number)"), "Confirm Password" (text input), "Authentication Question" (dropdown menu with "Select" selected), and "Authentication Answer" (text input). A "Create Account Information >>" button is located at the bottom right of the form.

Fill out the Personal Information

The screenshot shows the same web browser window, now on the "Personal Information" tab. The instruction reads: "STEP 2: Information will be used to verify your identity. Please make sure you provide the information the district already has on file." The form fields include: "First Name", "Middle Name", "Last Name", "Street Address", "Apartment #", "City", "State" (dropdown menu with "Pennsylvania" selected), "ZIP Code", and "Phone" (text input with a note: "(Should be a minimum of 6 characters with at least 1 number)"). There are two buttons at the bottom: "<< Back to Account Information" and "Create Personal Information >>". The footer of the page contains the text: "© 2001-2020 Illuminate Education, Inc. All rights reserved."

Add students by ID number- this is their lunch account number. First and Last name. Select school and Grade.

parents.csiu-technology.org/register.aspx

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Portal

Welcome to Parent Portal Registration!

Account Information Personal Information **Student Information**

STEP 3: Please also make sure you provide at least one of your student(s) on file to verify your identity.

My Student(s)
Your student(s) will show below after you have added.

ID Number	First Name	Last Name	Grade	School
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Add Student

* ID Number * First Name * Last Name

* School * Grade

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When you have filled out all of this information please send me an email stating that you have completed the process. It usually takes about 24 hours to make sure the changes take effect on E-School Data our schools Learning Management System. jrossman@svrcs.org