

Dear Parents,

We have been using the **RenWeb Student Information System** for several years now. The *ParentsWeb* features many capabilities about which parents have positively commented. *ParentsWeb* is used to keep you informed of your child's progress, class schedules, homework assignments, school calendar and special events.

Another convenient feature is the ability to update student and family information through the use of the Family Demographic Forms, an option you can access by clicking the Web Forms icon in *ParentsWeb*. Parents are finding this option much more convenient than calling the office during the school day to change phone numbers, or email addresses, or to add to or change the list of persons with permission to pick up a student. Specifically, parents can view and change information displayed on the following web forms:

Student Demographic (primary info)	Emergency Contacts	Student Medical
Transportation	Custodial Parent	

By clicking on any of these web forms icon bars, parents will see a display of information that can be updated or added to by merely keying over the information displayed on the form or entering information in a blank boxed area of the form, and then, now this is critical, scrolling to the bottom of the form and clicking on the SAVE icon. This "SAVE" action will cause the **RenWeb** system to issue an email to the office staff, who will then review the form and approve the form for final updating. If the staff person detects a problem with the data in the form, the staff person will contact the parent and either cancel the transaction or, when possible, correct the problem on the form.

Since the inception of Web Forms at Saint Andrew School, we have encountered some early problems which have caused some of the email messages not to reach our office. These problems have since been addressed. Consequently, **and this is very important**, we ask you to take a few moments and review the information we presently have in our database through accessing the web forms and, if necessary, update any information that should be updated. This should be done as soon as possible.

There are a few caveats that you should be aware of when using the Web Forms. **First**, be aware that changing any information in one web form will not update similar information in another web form. For example, changing a phone number in the Student Demographic form will not update a phone number in the Emergency Contacts web form. **So you should update all of the web forms as well.** **Second**, do not confuse the Transportation web form with the Emergency Contacts web form. The information on the Transportation web form is used primarily for student pickup. **Third**, be aware that each contact listed in the Emergency Contacts web form is included in the automated **School Messenger** communications system. This system is used not only to contact parents and guardians in emergency situations (weather-related cancellations, early dismissals, etc.) but is also used to highlight school events and other special notices not necessarily of an emergency nature.

Thank you, again, for your support of our school, your child and the staff. It is always a blessing to communicate with you and to work with you to provide a great school environment for your child.

God Bless,

Mrs. Nancy K. Matteo
Principal
Saint Andrew School