

# Memorandum

**To:** All Faculty and Staff  
**From:** Dr. Matthew W. Ross, Superintendent  
**Date:** August 1, 2018  
**Subject:** Policy and Procedure Bulletin\_ *SchoolWise* Parent Portal

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The intent of this memorandum is to provide guidance with regard to the use of the *SchoolWise* Parent Portal module, as a means of keeping parents informed.

*SchoolWise* provides parents and students with the ability to monitor academic progress, assignments, and attendance. The portal can also be used to send messages between teachers and parents/ students.

Each classroom teacher shall make every effort to sign parents and their students up for the portal. Specifically, every teachers will encourage parents to sign-up for the portal at Back-to-School Night, Parent-Teacher Conferences, Open House, and any offer contact or method of communication. Every teacher will also send at least one message every week to every parent using the portal.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.