

1. **Administrator's Plus** – this is the primary school database with ALL phone numbers, e-mail and postal service mailing addresses for **ALL** parents and guardians. This system is used to send report cards, progress reports and occasional informational messages. All of these communications are sent to e-mail addresses for parents and stepparents or other guardians who live in one or two households. (Note: only one of the postal addresses can be used as the student's address.)

Most of this information is provided by the parent who contacts the school to register the student. Updating of the information occurs in two ways.

- a. At periodic intervals, parents and stepparents who live at the address listed as the student address will receive an e-mail directing them to a website where they may make changes to phone numbers, e-mail and postal addresses. This typically occurs during August, January and May.
 - b. Parents may call the school at any time during the year and request changes to data. Theresa Reech, the guidance assistant and school receptionist, will make those changes.
2. **School Reach** – Phone numbers are extracted from existing data entries in Administrator's Plus. These are updated periodically.
 3. **EDLINE** – On check-in day each new student is given two codes which allow a student and a parent to register for access to the student's information in the EDLINE system. At that time, the family may request a second parent code if one parent lives in a separate household. When students or parents sign up for EDLINE access, they are asked to provide an e-mail address. All information in EDLINE is entered by the student or parent. The school does not have the ability to update that information. If the parent or student cancels an e-mail address and starts using a new address without FIRST making the change in EDLINE, the individual will no longer receive the e-mail messages sent from EDLINE. **At any time during the year, parents who have forgotten their login or who have never registered for an account may obtain a code from Mr. Jim Flatley, who can be reached at the main school number 834-5592, ext. 218.**

Teachers use EDLINE to send e-mail messages to student in their classes. Occasionally, the athletic department uses the EDLINE system to send out reminders of upcoming athletic events. **Only students and parents with current EDLINE accounts and active e-mail addresses will receive communication through this system.** Although parents and students may have functioning e-mail addresses in Administrator's Plus and are

receiving report cards and bulletins, they will not receive EDLINE messages unless the data they have entered in EDLINE themselves is correct.