

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.

2. School Messenger – Phone numbers are extracted from existing data entries in Administrator's Plus. These are updated periodically.

3. Parent Portal – Parents may access student grades, attendance and assignment information by logging in at <https://www.plusportals.com/ArchbishopRummel>. The username is the email address listed in Administrator's Plus. Passwords are generated in the Portal and delivered through the Portal email system. If you did not receive that email, you do not have the start up password which gives you access to the system. The school's Network Administrator is able to give you the username, password and website directly, but unless the school finds out why a parent is not receiving messages from PortalsPlus, the parent may miss messages sent directly from their son's teacher through that system.

Nearly all of the failed messages are caused when the message is "bounced" by the recipient's email provider. This is often the case with business email providers which try to reduce SPAM and JUNK mail before it even reaches the recipient. If that is the case, there is nothing the school can do about it. If parents are able to communicate with their providers, they can tell them that the messages are coming from 192.254.115.214 and that the address is not a malicious sender.

That is not always practical, so sometimes it is better to use a personal email (eg. gmail.com or yahoo.com or cox.net) for at least one member of the household, since these email addresses rarely block messages without at least putting them in a SPAM folder. And, of course, users must check their SPAM and JUNK folders for captured messages.

Email is meant for rapid communication. If the address the school is using is no longer active or is not checked at least once a day, we cannot reach you with important information. Please let us know if there are changes to your email provider. Thanks for your cooperation in helping us help you.