

Welcome to Parent Connect, an online information portal that allows you to monitor your child's school records and attendance, and update demographic information, emergency and out of province contacts. The system can be accessed from anywhere you have Internet access.

*** Note:** The system is hosted on the school district's server and has the same security measures applied to it as our payroll system. The 'S' at the end of the 'https://' notifies you that this is a secured site. You will also see an icon of a padlock on either the top or bottom bar of your browser. This indicates that the information you enter will be encrypted for security.

Parent Connect will allow you to review your child's:

- Student schedules - what courses your child is taking and when
- Attendance – in real-time for the current day and previous days and years
- Report card marks, interim marks and comments, where appropriate
- History of final grades and transcripts for all previous years while in the Delta School District
- Demographics - address, guardian and emergency contact information, bussing route
- School calendar
- Parent/Teacher interview times (secondary only)
- Student fees and Textbook tracking (secondary only)
- Course Assignments (secondary only)
- Student Individual Education Plan (IEP) documents
- Next year course selections (secondary and grade 7 students only)
- Send messages to a single teacher or all teachers that teach your child at once
- Print your child's schedule, transcript, attendance, report cards and student profile information
- Update the guardian information (e.g. phone numbers, employer name, email)
- Update emergency contact information (e.g. emergency contact, doctor, dentist)

Accessing Parent Connect (if you are already at Parent Connect, skip to the IMPORTANT notice below)

1. Open your web browser (e.g. Internet Explorer) and go to district website at <http://web.deltasd.bc.ca>
2. Click on the "Resources" tab at the top
3. Click on the "For Parents" tab on the right side
4. Click on "Parent Connect"
5. On the displayed page, click on "Parent Connect - online student access"

You should get the following pop-up window



The screenshot shows the Parent Connect login interface. At the top, there is a blue header with the Delta School District logo and the text "Parent Connect" and "Powered by CIMS". Below the header, there is a navigation bar with "District" and "Help" links. The main content area contains a login form with the following elements:

- A message box: "PC-0000 Use the Provincial Education Number (PEN) for the User Name. ** REMINDER ** Parent Connect is unavailable between 12:30-4:00 AM for system backups." with a "Close" button.
- A "Best viewed 1024 x 768" message.
- Text: "Contact School for User Name and Password" and "User Name and Password are case sensitive".
- Text: "Welcome to Parent Connect, the tool that helps parents communicate with teachers and schools." and "Review courses, marks and attendance together with your children to make the most of their education."
- Form fields: "User Name", "Password", and "Postal Code".
- A "Forgot My Password" link.
- A "Sign In" button.
- Version information: "Version 16.5 November 25, 2010".

IMPORTANT:

You **MUST ALLOW** pop-ups in your browser in order to see this window and to use some of the screens inside Parent Connect ([click here to learn how to allow popup windows](#)). We also suggest that you bookmark this site for future use.

Authority and Passwords

Your User Name and Password have been pre-determined. The User Name will be your child's 9-digit Personal Education Number (PEN), which can be found on any of your child's report cards. The password is auto generated from the system and is a combination of letters and numbers. If you are new to the district, contact your child's registered school to obtain your password. Passwords are case sensitive so make sure your Caps Lock is not on when entering your password. The postal code is where the parent/guardian resides. Once you have completed all fields, click the "Sign In" button.

Two common problems trying to sign in are:

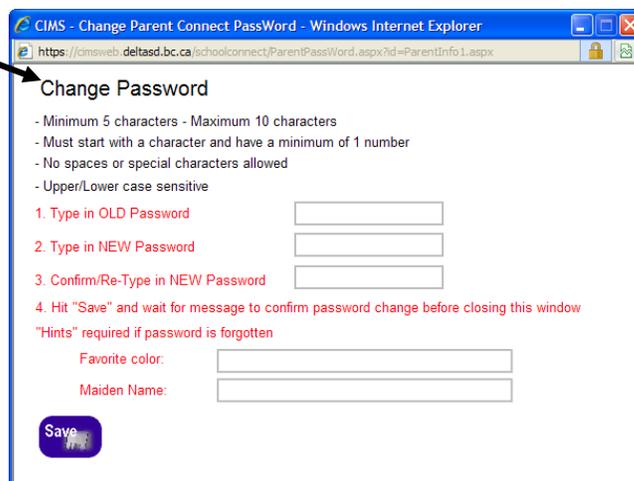
- accidentally mixing up one child's PEN or password with another child's PEN or password
- entering a wrong postal code; this may be due to you accidentally typing it in wrong or perhaps the school accidentally entered it wrong in the student system; if this happens please check with the school to ensure the postal code against your name is correct
- Caps Lock is on

Changing your Password

We recommend that you change your password on a regular basis and do not share the password with your child as your account has the authority to update many demographic fields, including home phone numbers and contact information.

To change your password once you have signed in:

1. Click on the "Password" tab in the top toolbar
2. Enter the current password
3. Enter the new password, using the rules indicated on the screen
4. Reenter the new password on the next line
5. Enter responses to the two security questions (if you forget your password you can use these two security questions to reset your password from the front sign in screen)
6. Click on the "Save" button and wait for a confirmation, then close the window

Change Password

- Minimum 5 characters - Maximum 10 characters
- Must start with a character and have a minimum of 1 number
- No spaces or special characters allowed
- Upper/Lower case sensitive

1. Type in OLD Password
2. Type in NEW Password
3. Confirm/Re-Type in NEW Password
4. Hit "Save" and wait for message to confirm password change before closing this window

"Hints" required if password is forgotten

Favorite color:

Maiden Name:

Save

Note:

- Special characters are any symbol not A through Z
- keep in mind that using combinations of both upper and lower case letters can be hard to remember; we suggest just using all lower case letters instead
- you can enter anything in the Favorite Color and Maiden Name fields (e.g enter "boat" for Favorite Color) but just remember what it was you entered

Navigating Through the Parent Connect System

Do **NOT** use your browser's "Back" button to move from one screen to another in the Parent Connect system. In order to navigate through the system, use the tabs along the top menu bar. Where a "Return" tab or button is available, the system will take you back to your child's student information screen.

Updating Information

There are several item sets that we encourage parents/guardians to maintain and do your best to ensure the information in the student system is current and accurate. This is also the reason why we encourage you **NOT** to share your password with your children as they have their own program (Student Connect) which they would be using.

Information sets that can be updated by you are:

- Home, business and cell phone numbers
- Parent/Guardian home and work email, work company name
- Emergency Contact names, relationships, phone numbers
- Out of Province Contacts and Emergency Release names, addresses, phones, email, employer
- Doctor and Dentist name and phone numbers

Important: When making changes **AWLAYS** click on the **SAVE** button before exiting the screen or your changes will not be recorded.

Verifying Your Child's Contact and Emergency Information

Your child's student demographics, such as parent/guardian phone numbers and email addresses, emergency contact names and phone numbers, emergency release and out-of-province contact names, phone numbers and email addresses, Doctors and Dentist names and phone numbers, can be viewed and updated under the "Basic" tab. If parents/guardians notice errors or omissions in any of this information we encourage you to make the change directly into the system. To update information, such as parent/guardian names and relationships or your address in case you move, please contact the school office as this type of information cannot be changed through Parent Connect. Always click the "SAVE" button before exiting any screen for which you made changes.

View Your Child's Attendance

The "Attendance" tab provides a list of dates, in descending order, and periods that your child was absent. It may also show when your child was tardy. Absence or Tardy reason will also be displayed if a reason was entered by the office or teacher. The period is indicated by the grey bar along the top. Secondary schools typically have four periods per day (01-04) while Elementary schools typically have only two periods (morning and afternoon). To find a summary list of absences by course, click on the "Schedule" tab. Absences without a reason display as a capital "A" while an absence with a reason display as a small "a" for quick visual reference.

Note: Attendance may not be updated until the end of the day, or the following morning based on the activity of the class (e.g. if a Gym class was away from school then their attendance may not be entered until the next day)

Viewing Your Child's Grades

You can view your child's current year report card information once report cards have been distributed, as well as interim marks, if applicable, under the "Grades>Current Grades" tab. Not all courses may have marks, depending on the term and whether or not the course has been taken yet. Under the "Grades>History of Grades" tab you can view a complete history of your child's grades from their entry into elementary school onward.

This screen also displays a link to your child's current year report cards (secondary schools only) in electronic format (PDF). The report card can be printed or saved as needed.

View Your Child's Schedule (Secondary schools only)

Your child's full-year student timetable is available under the "Schedule" tab, indicating term, teacher, room, block plus an attendance summary for each course.

Receive Notice of Outstanding Fees (Secondary schools only)

Under the “**Fees**” tab you can view your child’s current year fees. Fees may be charged for such items as lost textbooks, locks, agendas, yearbooks, etc. No fees are charged for courses. Details of all fees, as well as payment information are shown.

View Parent-Teacher Interview Schedule (Secondary schools only)

Some schools opt to post Parent/Teacher interview schedules on Parent Connect at various times throughout the year. If your child’s school is participating in posting this information, then click on the “**Interview**” tab to view the meeting schedule for your child. The schedule can be printed. The schedule must be printed separately for each child. **Note:** this tab will not be available until closer to when the interviews will occur and turned off afterwards.

View Your Child’s Course Assignments (Secondary schools only)

If your child’s teacher has opted to use the Assignments feature then you can view what assignments are due and when, for that particular course by clicking on the “**Assignments**” tab. Some teachers display the assignment descriptions only while other teachers may choose to additionally display the assignment mark.

View Your Child’s Textbooks (Secondary schools only)

Most secondary schools electronically track the textbooks assigned to each students. To view the textbooks for your child, click on the “**TextBk**” tab. The information shows the textbook title, the course from which it was issued, the issue and return date, and the condition of the textbook when issued and returned.

View Your Child’s Educational Plan

If you child is working on an Individual Education Plan (IEP) then both the current year and previous year IEP documents can be viewed from the “**EPlan**” tab. Click on the “IEP Central” button to view the most recent active IEP document. To view pervious year IEP documents, click on the “View” link in the IEP Document box which may contain no documents or several from previous years depending on how many IEP’s your child has had over the years. Each IEP document can be printed or saved at any time.

Communicate with Your Child’s Teacher(s) or School Office

Messages can be sent to your child’s teacher(s) or the school office. The Teachers are listed in a drop down menu. You may choose to send a message to a single teacher or the office, or choose to send the same message to all the teachers who teach your child. Click on the “**SndMsg**” tab to open up the messaging screen.

Select Next Year Courses (Secondary schools and grade 7 elementary students only)

All courses selections for the upcoming school year must be done through Parent Connect. This course selection option is available once each year in early spring, and is available for a specific time period determined by each school. To select next year courses, click on the “**Schedule**” tab, and then click on the “**PickCrS**” button (**Note:** the school will supply additional help on filling out this screen).

View the School Calendar

Under the “**Calendar**” tab you can see your child’s school block rotation for each school day, as well as any Pro-D days, school holidays or other special school events and activities. The current month is displayed automatically but you can choose to view any month. The calendar for the displayed month can be printed. There is a filter at the top that allow you to see only specific groups of activities.

Print Reports

The “**Reports**” tab will allow you to print your child’s student information, student schedule (either in grid format or a list), transcript, or attendance profiles. All reports will be presented as a PDF file either automatically or you will be prompted to either open or save the file, depending on your computer settings. The reports can also be saved to your computer for future reference.