

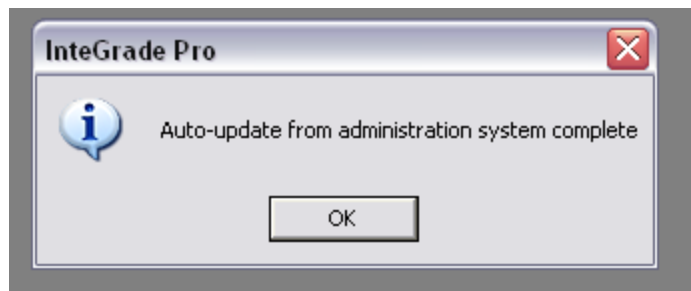
Parent Email Address updates:

Accurate parent e-mail addresses are very important. These e-mail addresses are currently used in Keep in Touch and IG Pro.

Absences are reported to parents through Keep In Touch Attendance via email from information that is contained in the Parent/Guardian atom in SASI. Keep in Touch contact information for students is updated nightly from SASI.

In order for IG Pro to contain the most current information, email addresses in IG Pro can no longer be edited by teachers, who will see the fields grayed out. Current data entered in SASI ensures that all of the students' teachers have the same information. The automated process relieves teachers of entering email addresses for each student they teach. This upgrade has been implemented based on school requests and the desire to have consistent and accurate e-mail information across all systems that use parent email address information.

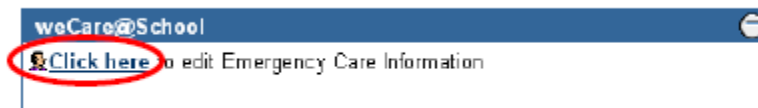
Updates to parent email information transfer to teacher gradebooks each time the SIA runs the IG Pro Data Exchange (run manually, daily). Teachers receive an Auto Update pop-up letting them know they have the most current information from SASI.



There are two ways to update the contact information.

One (preferred):

Parents can update their contact information via their Parent View account by clicking on the weCare@School link in their Parent View account.



When the parent selects "submit," an email is generated and sent to the SIA or school designee. Once the SIA or school designee has accepted the change, the data move to SASI within the next 24 to 48 hours. This method prevents input error on the part of school staff, thus eliminating the chance of sending student data to someone other than the child's parent or guardian.

Two:

The SIA is given the parent information to enter manually.