



2017

To: The Parent/Guardian

Beginning in the 2016-2017 school year, the Gesu Catholic School will share student progress information with parents of children in grades 3-8 via the Parent Access portion of ProgressBook Suite.

The new Parent Access allows both parents and students to create their own usernames and passwords. The process to create accounts requires the use of registration keys: one is for a parent account and the other is for a student account. When creating accounts, you must enter the information below exactly as it is shown.

Student Name:
PARENT Registration Key:
STUDENT Registration Key:

To get started creating your account, please visit the Gesu Catholic School website at: <http://www.gesu.com/community-connections/parents-2/>. Download the "Parent Access User Guide" document for step by step instructions on creating an account and other important information related to using Parent Access. In addition, you will also find the link for accessing the Parent Access website: <https://pa.nccohio.org>. Select Gesu Catholic School (Bookmark this link for future visits)

A few important tips:

- **FAMILY ACCOUNT:** Only one parent account can be created for a family in a household (shared between mom and dad or between guardians). You will need to use one email address to setup your parent account.
- **MORE THAN ONE CHILD:** If you have more than one child attending Gesu Catholic School in grades 3-8, you will be able to see all of your children in one Parent Access account after you have linked your children. **PLEASE DO NOT CREATE MULTIPLE ACCOUNTS.** You will need each child's registration key to link all children to your one account.
- **ACCOUNT INFORMATION:** If you forget your username or password, there are options for having these sent to the email address you will use to create your account. Staff at the Gesu Catholic School are neither able to view, nor modify your username and password.

In addition, parents have the option to subscribe to receive a low assignment (grades 3-8) and/or missing assignment (grade 3-8) email alert. Directions for subscribing to this are available on our website.

If you have any questions or problems using the system, please contact us at (216) 932-0620. Questions about specific grades or assignments should be directed to your child's teacher.

Thank you for your continued support of Gesu Catholic School.

Sincerely,

A handwritten signature in black ink that reads "Lucy Lemmolo".

Lucy Lemmolo
Principal
Gesú Catholic School

Academic Excellence. Service. Personal Growth.

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