

## Dear Parents:

In the Clear Creek Independent School District we do believe education is a joint partnership between home and school. With this in mind, we are pleased to announce an upgrade to our parent portal, CCISD4ME. Beginning October 18, 2011, you will be able to view your student's daily grades through CCISD4ME and even set up email alerts to notify you when your child's average grade falls below a parent-determined level as well as notifications on missing assignments. Here are some very helpful hints on how to make CCISD4ME work for you and your family:

- REGISTER TODAY! If you have not registered with CCISD4ME, please do so at www.ccisd4me.net.
  You can complete this process online. Documents required: your child's last report card as it contains your student's identification number and the spelling of your name and address as we have it in our database; your drivers license or state identification number; and the last four digits of your child's social security number or state identification number. This is a secure process and is designed to simply verify (not store) information against our student database.
- Once you have registered, go to 'My Account' section in the upper right corner and set your email triggers.
- Click on your student's name and you will see his/her average grade in all classes and see specific assignment grades by clicking on the class average. Please note the average grade may not reflect all assignments depending on the teacher's grading schedule.
- Teachers are required to update grades at least once a week. We recommend you check your child's grades on a Friday or Monday for updates.

Even with the expansive use of technology to receive information on your child's academic progress, CCISD4ME is not intended to replace parent-teacher conferences or regular contact with your child's teacher. Teachers will respond to emails and calls from parents during their conference time. If you receive an email alert from CCISD4ME and want to speak to your child's teacher about a grade or assignment immediately, please be mindful that he/she may be busy teaching your student.

We hope you will take advantage of what CCISD4ME has to offer you! If you have any questions, please contact the Office of Communications at 281-284-0020 or information@ccisd.net.

(Please See Reverse)

## Making the CCISD Connection Here are the many electronic ways we reach you!

Information	CCISD4ME	Parent Self- Serve	E4	www.ccisd.net	Parent Online
Student Daily Grade	Х	X			
Teacher Contact Information	X				
Campus Announcements	Х			Х	
Student Assignments	X	X	Χ		
Lunch Balance, Meal History and Payments*	Х				Х
Book Fines and Overdue Books	Х				
District News and Information	Х			Х	
News of Interest based on your child's grade level	Х				
Classroom Information	Х		Χ		
Calendar of Events	X			X	
Teacher Websites	X			X	
Naviance Family Connection	Х			Х	
	X				
	Parent Log-in Required Register Online	Parent Log-in Required Register at Campus	Student Log-in Required Student Password		Parent Log-in Required Register Online

<sup>\*</sup> Log-in Required

A video tutorial on how to register and use CCISD4ME can be found at www.CCISD4ME.net.