

Centre School Information System Parent Handbook

Version 1.03

As a parent, you can view your children's information, schedules, grades, eligibility, and attendance.

To choose a child to work on, select the child's name from the pull-down menu on the left frame. The program will automatically refresh with the new child in the workspace. You can also change the school year and current marking period in a similar fashion.

As you use Centre, you will notice other items appear in your side menu. When you click on any of the program icons in the top menu, you will see a list of programs available in that program category. Clicking on any program title will launch the program in the main frame, and it will update the help frame to display help for that program.

You can logout of Centre at any time by clicking the "Logout" link at the bottom of your side menu.



School Setup

School Information

School Information displays the name, address, and principal of the current school.

Calendar

Calendar is a display of school events and your student's assignments. The calendar also displays whether or not school is in attendance on any given day. By default, the calendar displays the current month. The month and year displayed can be changed by changing the month and year pull-down menus at the top of the screen and clicking the "Update" button.

The titles of school events and assignments are displayed in each date's box. Clicking on these titles will open a popup window that displays more information about the event or assignment. School assignments are preceded by a red dot and assignments are preceded by a blue dot.

For days that school is in attendance all day, a green checkmark appears in the upper right-hand corner of the date. On partial days, the number of minutes that school is in session is displayed here instead. If the school is not in attendance at all on any given day, nothing will appear in the upper right-hand corner of the date.



Students

General Info

General Information is a display of a student's fundamental information. This includes birth date, social security number, ethnicity, gender, birthplace, and grade.

Address

Address is a display of a student's address and contact information.

A student can have any number addresses.

Other Info

Other Info is a student screen that allows you to keep any information about students. These fields can be changed or added to by an administrator with the Data Fields setup program.

There are two kinds of Other Info fields: text fields and checkbox fields.

Enrollment

Enrollment is a display of the student's enrollment history.

Scheduling

Schedule

Schedule is a display of your child's course schedule.

Print Requests

Print Requests is a utility that allows you to print requests sheets for your child.

The request sheets will be automatically downloaded to your computer in the printable PDF format when you click the "Submit" button.

Report Cards

Report Cards is a utility that allows you to print report cards for your child.

Before printing the report cards, you must select which marking periods to display on the report card by checking desired marking period checkboxes.

The report cards will be automatically downloaded to your computer in the printable PDF format when you click the "Submit" button.

Transcripts

Transcripts is a utility that allows you to print transcripts for your child.

Before printing the transcripts, you must select which marking periods to display on the transcript by checking desired marking period checkboxes.

The transcripts will be automatically downloaded to your computer in the printable PDF format when you click the "Submit" button.

Student Grades

Student Grades allows you to view the grades earned by your child.

Before searching, you must select which marking periods to display by checking desired marking period checkboxes.

GPA / Class Rank

GPA / Class Rank is a report that shows the unweighted GPA, weighted GPA, and class rank of your child.

Attendance

Daily Summary

Daily Summary is a report that shows the daily attendance status of your child during any timeframe.

You can alter the date range by changing the date pull-down menus at the top of the screen and clicking the "Go" button. The list shows your child's daily attendance value for each period of each day with color codes. A red box signifies that the student was absent that period, and a green box indicates that the student was either present or tardy that period. The absence code is displayed in the box.

Eligibility

Student Screen

Student Screen is a display of your child's activities and the current timeframe's eligibility grades.

You can specify the eligibility timeframe you want to view by choosing the desired timeframe from the pull-down menu at the top of the screen. Eligibility is entered once per week.

Student List

Student List is a report that shows every course and eligibility grade assigned to your child.

You can specify the eligibility timeframe you want to view by choosing the timeframe from the pull-down menu at the top of the screen and clicking the "Go" button. Eligibility is entered once per week.

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