

~ONLINE PARENT ACCESS~ IMPORTANT!! PLEASE READ!!!

Accessing from Home or Office via the Internet

By using a web browser, parents can log into the JMC Parent Access module to view data for their children for attendance, report cards, progress reports, lesson plans, parent information (addresses/contact data/alert set up) and lunch accounts.

1. Connect to the Parent Access screen using the web link from the HL-O homepage (<http://www.isd330.org>). From either the High School or Elementary Students/Parents Menu click Parent Portal.
2. Enter your last name for the Parent Username (**Parent's** last name) and the Password given to you.
3. If you don't have a password or wish to change your password you may contact Mrs. Lenora Kazemba 507-853-4507 at extension 1307.
4. Click on the **Sign In** button.

Attendance Report To view an attendance report for your children, click *Attendance Report*. Attendance information will be displayed for all children for whom you are a primary contact and will include attendance information spanning from the first day of school to the current date (current date is set on the parent access server). The attendance information will be broken down by period and type (absent/tardy, excused/unexcused) and will include any reasons entered by the school office staff.

Report Cards To view a basic report card for your children, click *Report Cards*. Report card information will be displayed for all children for whom you are a primary contact. The report card will include the total graduation credits earned, the course names for which the student is registered, the names of the teachers for the courses, the current year's grades for each term (quarter, semester, trimester, etc.) as well any reported semester exam grades.

Progress Reports / Lesson Plans To view progress reports for your children, click *Progress Reports / Lesson Plans*. A list of available progress reports will be displayed for all children for whom you are a primary contact. The lesson plan component may not be used by all teachers.

Parent Information To view the parents' contact information and/or to submit changes to this contact information, click *Parent Information*. Parents may make changes to any of the information on this screen and then click the *Submit* button at the bottom of the screen to send the changes to the school. Later, the school office will process parent information update requests.

Lunch To view lunch account balances and transactions for your children's accounts and your family account, click *Lunch*. The first screen will display the account balances for your family account and for student accounts for all students who have this parent designated as either a primary or a lunch contact. Click on the button to the right of any of the account balances and a list of all transactions for that account will be displayed.

Tuition/Fees To view account balances and transactions for your children's and family account, click *Tuition/Fees*. This will display any amount owed for Class Dues, Class Fees, Sports, etc.

NEW THIS YEAR ~ JMC Message Center!!!

This year we will be utilizing the JMC Message Center that is built right in to the student software we are currently using. This will replace Honeywell Instant Alert to send out important alerts and information, such as weather related school closings. The primary phone number we have on file for all students has already been selected to receive Emergency/Weather Related alerts. To make changes and to add additional devices to receive alerts, log in to JMC Parent Portal and click on Parent Information.

STUDENT RECORD MANAGEMENT SOFTWARE
JMC INC.

Heron Lake-Okabena ISD #330 - 2015-2016

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Please make changes to your contact information if needed. If your information is correct please submit so the office knows you have verified the information.

Title: [] First: [] Last: [7]

Address: []

Address2: []

City: [] State: [MN] Zip: []

Email 1: [] Email 2: [] Email 3: []

Email 4: [] Email 5: [] Email 6: []

Email 7: [] Email 8: []

Phone 1: [507-793-3333] Type: [Home] Description: [Home]

Phone 2: [111-000-2222] Type: [Cell 1] Description: [Dad]

Phone 3: [123-456-7890] Type: [Cell 2] Description: [Mom]

Phone 4: [888-888-8888] Type: [Work 1] Description: [Mom work]

Messaging service Phone #1

- SMS(Text Message)
- Emergency/Weather Related
- Student Related
- General School Information

Messaging service Phone #2

- SMS(Text Message)
- Emergency/Weather Related
- Student Related
- General School Information

Messaging service Phone #3

- SMS(Text Message)
- Emergency/Weather Related
- Student Related
- General School Information

Messaging service Phone #4

- SMS(Text Message)
- Emergency/Weather Related
- Student Related

Optional comment for the office staff: Comments are limited to 255 characters

On the Parent Information screen you can make changes to the contact information the school has on file. Next to the each phone number there is a box labeled Messaging services for Phone #. Here is where you will select which phone will receive alerts and the type of alerts it will receive. You can have multiple devices receiving multiple alerts if you like, including email. Once you have all of your information entered, remember to click save at the bottom of the screen. If you have questions, you may contact Mikka Liepold at 507-853-4507 ext. 1100.