

In an effort to provide expanded online access to student information, District 99 utilizes a portal called the Home Access Center. In addition to classroom grades, this portal provides real time access to daily attendance, as well as other student information. Guardians and students have their own logins. For guardians with more than one child in District 99, only one login is required.

We believe that this online access serves to support student academic success by further strengthening the partnership between parents, teachers and students. This document provides the necessary information needed to access to your student's grades and attendance online.

### **How do I access the Home Access Center portal?**

Click the *Home Access* button on our home page, or use the following address:

<https://hac.csd99.org/homeaccess>.

- **If you already have a login** from last school year, you may continue to use that login. If you forgot your password, select *Forgot My Username or Password* from the Login Screen.
- **If you are a new user**, select *Click Here to Register for HAC* from the Login screen. You will need to provide your name and address information in order to establish your account. An email will be sent to you for final verification and password establishment. Note: you must have an email address on file with us in order to utilize Home Access Center.
- **If you have any problems** creating or accessing your account, please contact the main office at your home school.

### **What kind of information will I see?**

When you login, you will see a summary of student attendance for the current date, assignments due this week, plus the student's daily class schedule. Use the icons on the top of the screen to access detailed information about this and other information.

### **Can I update any information?**

Each guardian is encouraged to use the *Registration* icon on the top of the screen to update their phone number(s) and email address anytime that information is missing or incorrect. Click the *Edit* icon at the far right of the contacts area if updates are necessary. It is imperative that we have accurate phone numbers and email addresses on record for all guardians. Other changes, including street address and emergency contacts, must be made by contacting the office of your home school.

### **Can I subscribe to email alerts?**

Yes, guardians may choose to subscribe to email alerts for class attendance and/or grade information. While accessing the *Attendance* or *Classes* icons, at the top of each of those displays you will see the option to activate the alert. For attendance you may optionally limit alerts to particular types of absences, and for classwork you may optionally limit alerts to particular grade ranges. You may change your selections any time to change or discontinue email alerts. Emails will be sent daily for attendance and weekly for classwork and include recent attendance and classroom grade activity for your student(s). The same information may be viewed by logging into Home Access Center; this is an optional feature allowing you to periodically receive emails with the same attendance and grade information.

**How to use the classroom grade information:**

Parents should strongly consider using the assignment grade information to start or continue a dialogue about classroom performance with their student. Look for trends, such as missing assignments, or poor performance in specific assignment categories, such as homework, writing assignments, quizzes, or tests. Parents are also encouraged to use this information to reinforce positive achievements that occur in the classroom. In any case, this information should not replace a conversation with the teacher, as grades alone do not reflect the classroom nuances of student performance that a professional teacher observes on a day-to-day basis. Questions regarding specific grades should be directed to the appropriate classroom teacher.

**Respecting different grading practices**

Every teacher has their specific philosophy and methodology for assessing the performance of their students. Parents should also be aware that teachers differ in the number of assignments, as well as the weighting of assignments, that they give over the course of a semester. In addition, the types of assignments given in particular courses vary. As a result, parents should be sensitive to the time required to assess certain types of assignments and when these are available online. Many factors contribute to the time between assignment completion and grade posting. Please be patient while waiting for assignment grades to appear. District 99 supports each individual teacher's professionalism in recording grades as promptly as possible.

**What if I notice a grade inaccuracy?**

Teachers are continually updating their grade books. If you or your student notices a grade discrepancy, encourage your student to speak to the teacher for clarification. If the issue remains after the conversation, certainly contact the teacher directly to further discuss the issue.

**Is this online access system secure?**

Yes, on several levels. When you log in, a secure connection is established using high-level data encryption. Data is presented for view-only access; updates are not possible. Of course, like any system, all security protections are lost if your login and password are made public. Please do not share your login information with anyone, or leave that information in an un-secure location. You may change your password at any time by clicking on your name at the top right hand portion of the screen. Click *My Account* from that dropdown.

**What if I don't have Internet access?**

Grades can always be obtained by communicating with the classroom teacher. However, please be aware that local libraries and other institutions offer online access that can be used to check student performance. Additionally, students are able to use the Internet accessible computers located in the school library, before and after school.

**Troubleshooting:**

District 99 is committed to providing a reliable and effective system for accessing student grades. With this in mind, and taking into account the variety of home computer systems, it may not always be possible to determine the cause of a problem. The vast majority of problems will likely be related to usernames or passwords, and are easily rectified. Contact the main office of your home school, should you have any problems accessing the online portal.