

Totowa Borough Public Schools

Washington Park School

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Patricia Capitelli
Chief School Administrator

Michael O'Brien
Principal

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Dear Parents/Guardians:

The Totowa School District has implemented the parent portal in an effort to increase communication between the home and school. Your child's report cards are available online.

Instructions:

- Sign into the Parent Portal.
- After clicking on "Grades" in the left hand column of the Parent Portal home page, the following will be displayed:
- Next, click the corresponding marking period box.

The screenshot shows the Parent Portal interface. On the left is a 'MENU' with links: Homepage, Teacher Pages, Homework, Calendar, Schedule, Daily Attendance, Gradebook, and Progress Reports. The main content area is titled 'GRADES' for the '2016-2017' school year. Below this, there is a dropdown menu for 'MP: 3' and a 'View Report Card' button. A blue arrow points from the 'View Report Card' button to a table of marking periods. The table has columns for Title, Teacher, MP1, MP2, MTX, MTG, MP3, MP4, FX, and FG. The first row of the table contains the instruction: 'Please check the corresponding box to confirm that you have reviewed your child's report card.' and has checkboxes under the MP1, MP2, and MP3 columns.

Please contact my office with any questions or concerns at (973) 956-0010 ext. 2103.

Sincerely,

Michael O'Brien

Principal

Washington Park School