

# Totowa Borough Public Schools

Washington Park School

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Patricia Capitelli  
Chief School Administrator

Michael O'Brien  
Principal

May 11, 2017

Dear Parents/Guardians:

In an effort to accurately determine accessibility and acknowledgement of online report cards, I am asking that each parent/guardian log into the Parent Portal and check the boxes at the top of each marking period to acknowledge review of marking period grades.

### 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 boxes.

The screenshot shows the Parent Portal interface. On the left is a 'MENU' with links: Home page, Teacher Pages, Homework, Calendar, Schedule, Daily Attendance, Gradebook, and Progress Reports. The main area is titled 'GRADES' for the '2016-2017' school year. Below the title is a 'View Report Card' button. Underneath is a table with columns: Title, Teacher, MP 1, MP 2, MTX, MTG, MP 3, MP 4, FX, FG. A red arrow points from the 'Instructions' section to the 'View Report Card' button and the table. A message at the bottom of the table reads: 'Please check the corresponding box to confirm that you have reviewed your child's report card.'

Your assistance in this matter is greatly appreciated.

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

Sincerely,

Michael O'Brien  
Principal  
Washington Park School