afr	West Carroll Parish School Board
	Linking the World of Learning to Life

# Parent/Guardian Internet Resources

The West Carroll Parish School Board is pleased to provide Internet based resources for parents or guardians. These web sites can help a parent or guardian keep track of their child's grades, discipline, attendance, and transcript information.

# **Parent Command Center**

The Parent Command Center web site shows information **only** for the parent or guardian's child in the following areas:

- Student Attendance
- Student Discipline
- Student Grades
- Student Transcripts

The web sites can be accessed by going to http://wcpsb.sharpschool.net then clicking on the "For Parents" link.



Please turn the page for directions on using the command center.

## **Parent Command Center Directions**

# Step 1 (1st time users only):

Using the form on the back of this brochure, confirm your first name, last name, zip code, and the last 5 digits of you child's SSN. A form is provided on the back of this brochure *if this has not been done already*.

## Step 2:

Once the school has your information, go to http://wcpsb.sharpschool.net and

click the "For Parents" link. On the next page, click the "Parent Command Center" link.

### Step 3:

Click on "Register a New User". Enter your first name, last name, zip code and the last 5 digits of your child's SSN in the Parent Security Number (PSN) field exactly as it was turned into the school. Create, and then write down your login and password.

#### Step 4:

Try your login and password. You should see your child listed. Click on the child's name, and then click the links to see current Attendance, Discipline, Grade Averages, Progress Grades, and Transcript information.

### Step 5:

Once you have successfully created an account and have logged in, use the LINK feature to 'link' all of your children to one account/login. This will work IF you have provided the school with the same 5 digit code for all of your children.

# **Troubleshooting - Notes:**

I can't create a login: Make sure you are using the first name, last name, zip code, and the last 5 digits of the child's SSN as it matches the school computer system.. If you are sure it is correct, contact the school) to verify.

Does the Parent Security Number have to be the last 5 digits of my child's SSN? No. A parent can provide any 5-digit number. The last 5 digits of a child's SSN are already in the system, but any combination can be used.

Will other people see my child's information on the Internet? No. Parents and Guardians see only the information for their own child.

Do the schools have access to my account? No. Only the person who creates the account will know the login and password.

How often is the Parent Command Center information updated? The information is "real time". When information is entered by the school, it is immediately available in the Parent Command Center.

I don't have Internet at my home. What can I do? The Acadia Parish Library has Internet-connected computers for use by the public at its main location and at branch libraries throughout the parish.

For New Accounts Only!

#### **Parent Command Center Data Form**

Parent: Complete the form below ONLY IF an account is being created

for the very first time. If you had an account and forgot your password you do not need to complete this form. Use the "Forgot Password" feature on the Parent Command Center.

**NOTE:** If you want to see all of your children under one account/login,

please give each child the same 5 digit code

Name of Child:
Name Grade Father's Information (Leave blank if not applicable) First Name:
Last Name:
Last 5 digits of child's SSN -OR unique 5 digit code
Zip Code:
Mother's Information (Leave blank if not applicable) First Name:
Last Name:
Last 5 digits of child's SSN -OR unique 5 digit code
Zip Code:
<b>Guardian Information</b> (if different from Mother or Father First Name:
Last Name:
Last 5 digits of child's SSN –OR unique 5 digit code
Zip Code:
Please clip this form and send to the school's office. That