

Online Gradebook for Parents

Dear Parent:

The Menard Independent School District has implemented an online grade reporting system that will allow parents to more closely monitor their students' academic progress. The service is provided to parents or guardians of Menard ISD students at no charge.

By acquiring a txConnect Parent Portal account, parents of Menard ISD students in grades 1-12 will be able to view their child(ren)'s grades.

The attached Permission and Waiver Form will permit Menard ISD to post your student's grades on a secure Internet website that is accessible only with a username and password. You will only be able to see your student's grades and no others. *You should complete this form only if you wish Internet access to your student's grades. Accounts must be renewed each school year.* Parents not wanting Internet access to their student's grades should not complete this form.

If you are interested in acquiring access to your child's grades via txConnect Parent Portal, please read and follow the instructions. You may cancel this account with written notice at any time.

There are two steps that must be completed before parents are given access to txConnect Parent Portal

STEP 1: Complete the attached Access Form.

Complete the attached Permission and Waiver Form and return it to your child's campus. The Student Portal ID is issued by your student's campus. You must have a valid Student Portal ID for each student you wish to add to your account. Please allow 3-5 business days for the account to be processed.

If you are not the legal guardian for the student, it may be necessary to prove that you are entitled to the student's records.

STEP 2: Complete the online application.

Go to <http://www.menardisd.net> and select txConnect Parent Portal under the **Navigation** column on the web page. Click on the link. After being redirected to a new page you will see the Menard ISD txConnect login page. New users can start the setup process by clicking on the link under **New User**. Click on the icon labeled **Help**, located at the upper right hand side of the screen, for additional assistance.

After entering the parent information, you will complete the process by adding students to your account. You will need their student portal ID to add them to your account. You can obtain this ID in person at his or her school. The campus cannot release this information over the phone.

If you do not enter a valid Student Portal ID, your account will not be saved. You also cannot continue without entering the correct birth date.

Grade reports that appear on txConnect Parent Portal are as current as the teacher's electronic grade book. Please allow adequate time for teachers to grade papers and enter the grades into the system. Menard ISD makes no guarantee or warranty, neither expressed nor implied, as to the accuracy or timeline of the information contained within the system. Information retrieved via the web site should be regarded as unofficial and nonbinding in nature.

Questions concerning your child's grades need to be directed to the teacher or campus administrator.

Contact information and email addresses are available on the district web page for your convenience.

We hope this use of technology will increase communication between parents and teachers and increase student success.

Permission and Waiver Form for Online Access to Grades

Grant of Permission

I hereby authorize the Menard Independent School District (Menard ISD) to post my child's/children's grade report and/or attendance report on Menard ISD's online grade reporting system. I understand and agree that this authorization continues in effect unless it is revoked by me, by written notice provided to Menard ISD.

Waiver of Claims against Menard ISD

I understand and agree that Menard ISD is not responsible for Internet access to my child's/children's grade reports and/or attendance reports by persons who do not have my authorization or consent. I further understand that in order to maintain confidentiality, I must not reveal my username and password to anyone other than another parent or legal guardian of my child. Be aware, that disclosure by Menard ISD, including the contents of the website, may occur in the event such as information is required by a court subpoena, a decision or directive from the Attorney General's office, or other reason required by law. By signing below, I certify that I am the child's/children's parent or legal guardian, and waive any claims or causes of action I may have against Menard ISD by reason of any unauthorized access.

Please print the username you entered online:

Please print the campus for which you are requesting online access to your child/children's grades:

Print the names of your children for which you have requested online access to grades at this campus:

RETURN ONLY ONE FORM PER FAMILY PER CAMPUS

Signature of parent/legal guardian

Printed Name

Date