

Parental Access and Support System (PASS)

The PASS system is another method to help improve communication between parents and teachers. Using the PASS system enables parents to look directly into the teacher's grade book to see how their child is doing in the class. This service is available to any parent who has a child in Grades 4-12. The program places copies of the teacher's grade book entries on the Internet and allows you to access them using a login name and password provided by the school. Once you are logged into the system you can see all the grade book entries that are associated with your child. You can also see guidance entries, transcripts, vaccination, attendance and other useful information.

Tips for the PASS system

1. You can access the PASS system by calling the office of the appropriate school and asking the school secretary for the login name and pass pin number for each of your children. Then you go to the school web site at <http://www.ftsd.org> , hover the mouse over the "Parents" menu then link for Schoolmaster PASS link. You will then see a list of links for our three schools. Click on the link for the appropriate school. Enter the login name and pass pin to view the available information.
2. Teachers have been asked to update their PASS grade book at least one time per week. This typically takes place on Thursday or Friday.
3. Communicate with the teacher using the email link provided on the Progress report. Just click on the teachers name to launch an email.
4. There is a lot of information available on the PASS system. Here is an overview.
 - a. **Academic Plan** – If you child has put together a 4 year plan with the school counselor it will be available here. (Note: This is not available on the elementary site)
 - b. **Attendance** – You can see the attendance as it is listed in the office. This is posted at the end of each school day.
 - c. **Current Marks** – This shows you a copy of the last report card.
 - d. **GPA History** – Shows the GPA calculations currently available in the office.
 - e. **Guidance** – Each school posts "Behavior Logs". If your child has been sent to the office for a disciplinary matter it will be noted in this area.
 - f. **Mark History** – This is a transcript of ALL the grades that have been assigned to your child since they started 4th grade.
 - g. **Schedule/Progress** – This is where you will find the most current information about your child's work in school. You will see a copy of their current schedule of classes, **email links** to their teachers, and a **Progress** button. Click on the **Progress** button and you will see a copy of the teacher grade book showing the items that the teacher has allowed to be posted.
 - h. **Vaccinations** – This is a listing of the current vaccination status of your child as recorded in the office.
 - i. **Calendar** – Shows you a summary of the current district calendar.
 - j. **Messages** – A general message from the school.
5. Trouble Shooting Tips

- a. If the grades do not seem to be changing or are not up to date try the following.
 - i. Refreshing the screen on your web browser. You can do this by pressing the **F5** key several times. Sometimes your browser stores an older page and does not see the new one with the current grades.
 - ii. Deleting the Cache - In Internet Explorer go to **TOOLS, INTERNET OPTIONS**. In the middle of the page under Temporary Internet Files click on the button that says Delete Files. This will clear the cache and the browser will get the newest page the next time you login.
 - b. It is possible that the teacher has fallen behind in entering their grades. Email them and ask for an update. Remember the grades should be updated at a minimum of one time per week.
6. Please let the teacher(s) and principal know what you think of the system. If the teacher knows you are using it then they will more readily see its value and will be motivated to put out as much information as possible in a timely manner.

This is a great tool for busy parents to keep abreast of how their children are doing in school. It only takes a few minutes to see exactly what grades your child has received, what assignments they are missing, and if made available by the teacher, the lesson plans for the week. Please take advantage of the powerful tool to help your child do their best in school.