Dear Parents and Guardians:

It is with great excitement that Springfield R-12 Public Schools announces the availability of the Home Access Center (HAC) web portal to the parents and guardians of elementary school students (Kindergarten and up). Parents and guardians of secondary school students already have an account for Home Access Center, so will be able to view their elementary student's information using the same access information (providing the account has been assigned the same to both students). Otherwise, the new account details needed for secure access can be obtained from your school site with proper identification. Once you have received your Home Access Center username and password, you will be able to access your student's registration information, attendance, assignment and grade information.

<u>Note:</u> Please allow teachers adequate time to enter your student's assignments, scores, grades and long-term project information.



Go to <u>https://spshomeaccess.sps.k12.mo.us/homeaccess</u> for the Home Access Center Login screen. This screen (shown above) allows a parent/guardian to enter their <u>Username</u> and <u>Password</u> generated by the system to access their student's information. <u>The username and password are not case sensitive and do not require the capital letters to be entered as shown on the user registration form.</u> If you have problems logging on or accessing this site, please contact your student's school.

The Student Daily Summary screen will be displayed first (see below):

FELD	Gavin Michael J David Hamson Elementary Scho	Alexander ol - Sorngfield Public Schools			1
Annuny Scheole Allen	Daily Summary f	or Monday, January 30, 20	012		
oday's Attendance		Today's Schedule			
No attendance informa	ation has been entered for the student today.	Period: 1 (06:10 AM - 02:55 PM) 2 (04:01 PM - 04:02 PM) 3 (04:02 PM - 04:03 PM) 4 (04:03 PM - 04:04 PM) 5 (04:05 PM - 04:05 PM) 6 (04:05 PM - 04:05 PM) 7 (04:06 PM - 04:05 PM) 9 (04:05 PM - 04:05 PM) 10 (04:05 PM - 04:05 PM) 11 (04:10 PM - 04:10 PM) 12 (04:12 PM - 04:12 PM) 13 (04:12 PM - 04:12 PM) 13 (04:12 PM - 04:14 PM) 15 (04:12 PM - 04:15 PM)	Course Description   12000 - 4 Istamespon - 2nd Gade   12070 - 4 Istafna   12050 - 4 Vetting   12150 - 4 Scale Studies   12250 - 4 Scale Studies   12230 - 4 Vetting   12230 - 4 Scale Studies   12230 - 4 Scale Studies   12230 - 4 Scale Studies   12230 - 4 Stale Studies   12230 - 4 Stale Studies   12230 - 4 Stale Studies   12400 - 4 Stale Studies   12450 - 4 Hack - 2nd Grade   12450 - 4 Stale Studies	Tradher Licitz, Davin Licitz, Davin	130 130 130 130 150 150 150 150 150 150 150 150 150 15
Classwork For This Week			/		
There has been	en no classwork posted for this week.				

Across the top of screen are tabs. Each tab represents a different area of information available. Each area will be detailed on following pages of this document.

This screen provides three detailed areas:

- Today's Attendance, which provides details on any absences for today,
- **Today's Schedule**, which shows the student's scheduled courses for the current day
- Classwork For This Week, which lists the assignments

Displayed in the upper right corner of the screen are two (or three) options.

- The <u>My Students</u> link will only display to users with more than one student associated to their account. It will not display to users with only one student or when the accounts are assigned individually.
- View your profile information by clicking the <u>My Profile</u> link. <u>Use the My Profile option to change</u> your current password to a new password (see steps on Page 7).
- Click Exit (log off) to leave Home Access Center

### Schedule Tab

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	2011 - 2012 Schedule							
Course	Description	Periods	Teacher	Room	Days	Marking Periods	Building	Status
14000 - 2	Homeroom - 4th Grade	1		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14070 - 2	Reading	2		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14080 - 2	Writing	3		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14050 - 2	<u>Spelling</u>	4		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14090 - 2	Listening and Speaking	6		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14100 - 2	Math	7		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14250 - 2	<u>Science</u>	8		175	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14300 - 2	Social Studies	9		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14320 - 2	<u>Health</u>	10		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14330 - 2	Personal Development	11		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14340 - 2	Social Development	12		172	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14350 - 2	P.E 4th Grade	13		N/A	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14400 - 2	Art - 4th Grade	14		110	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active
14450 - 2	<u>Music - 4th Grade</u>	15		104	1, 2, 3, 4, 5	M1, M2, M3, M4	Elementary School	Active

#### **Attendance Tab**

Color Legend								
Academic Competition	Admin Decision	Alternative School						
Athletics	College Visit	Death in Family						
Dismiss Early	District Exempt	Do Not Use - For State Absences						
Do Not Use - For State Present	Elective	Head Lice						
Homebound	In School Suspension	Late						
Late Bus	Late Excused	Medical						
Medical Non-Compliant	Misc. Field Trip	Music/Drum Corps						
No Contact	No Contact	Office						
OSS	Phelps	Phelps In-District						
Phelps Out-of-District	Skip	Skip						
Speech/Debate	State Reporting	Truant						
Truant	Multiple Attendance Codes	School Closed						



Student absences are displayed on the calendar format shown above. <u>Place your mouse cursor over an</u> <u>absence to display the details</u>. Red and yellow-colored absences represent missed instructional time.

### **Classwork Tab**

Below is an example of the Classwork page. It lists the Assignments in chronological order (most recent first), along with the Scores, point details and calculated percentage. The breakout of the points by Category is provided at the bottom, along with the student's overall percentage.

View Classwork For for Report Card Run 2 • Order by Class • Refresh View										
	(All Classes)									
15050	15050 - 2 Spelling									
Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Average Score	Total Points	Weighted Total Points	Percentage
12/08/2011	12/08/2011	Wk 15 Test	Test	12.00	1.00	12.00	9.47	12.00	12.0000	100.00%
12/02/2011	12/02/2011	<u>Wk 14</u>	Test	12.00	1.00	12.00	10.19	12.00	12.0000	100.00%
12/02/2011	12/02/2011	Mid 2nd Quarter Daily Practice	Daily Work	33.00	1.00	33.00	32.00	35.00	35.0000	94.29%
11/18/2011	11/18/2011	Wk 13 Test	Test	12.00	1.00	12.00	10.65	12.00	12.0000	100.00%
11/10/2011	11/10/2011	Wk 12 Test	Test	11.50	1.00	11.50	10.09	12.00	12.0000	95.83%
11/04/2011	11/04/2011	Wk 11 Test	Test	10.00	1.00	10.00	10.43	12.00	12.0000	83.33%
10/28/2011	10/28/2011	Wk 10 Test	Test	33.00	1.00	33.00	31.73	36.00	36.0000	91.67%
				\						
				С	ategor	ies				
			Category	Studer Point	it's / M s P	aximum pints = F	Percent			
			Test	90.50	96.0	94.2	7%			
			Daily Work	33.00	35.0	94.2	.9%			
			Totals:	123.50	131.	00 94.2	27%			
		Studer	it's overall	average	e is: 128	.50 / 131.0	0 = 94.27	%		
				Sho	w All Ave	rages				
						+				
						1			1	

User can select a specific course to be displayed in the <u>drop-down listing</u>. Also, users can select a specific Report Card Run (1 - 4) for each quarter or All Runs. After making a selection, click the <u>**Refresh View**</u> button.

### **Report Cards Tab**

The Report Card displayed in Home Access Center is a visual listing of the students' courses and the letter grades received (for Grades 3 - 5 only). It also provides the corresponding Competencies for each class nd their respective Marks.

	Report Card For Repor	ting	Period 2					
	View the Report Card for Reporti	ng Perio	d 2 💌					
Course	Description	Period	Teacher	Room	Att.Credit	Ern. Credit	QTR1	QTR2
12070 - 4	Reading	2		150	0.0000	0.0000		
	- Reading							
	- Independent Reading Level - Note: Goal for END of 2nd Grade is Level 28-30						28	30
	- Reads self-selected reading materials independently at school						М	М
	- Reads with fluency and expression						Р	P
	- Uses a variety of decoding strategies						Ρ	М
	- Identifies text elements of fiction						М	М
	- Identifies text features of non-fiction						Ρ	М
	- Uses a variety of reading comprehension strategies before, during, after reading						Ρ	М
12080 - 4	Writing	3		150	0.0000	0.0000		
	- Writing							
	- Understand and uses writing process (draft, revise, edit, publish						Ρ	М
	- Produces organized writing						Ρ	М
	- Applies grade-level conventions (capitalization, punctuation, grammar)						Ρ	Ρ
	- Uses effective language (word choice, sentence fluency, voice)						Ρ	Ρ
	- Engages in purposeful conferences and discussion about writing						М	М
	- Demonstrates effort and productivity						М	М

### Test Scores Tab

MAP Testing Test: MA	P Level: 1 Form: 1	Date: 5/15/201:
	Grade: 04 Age: 10 Building:	
Subtest	Scores	
MAP Math	Achievement Level Code:3Achievement Level DescriptionMath Scale Score:637Terra Nova National:Number and Operations:Algebraic Relationships:Geometric and Spatial Relationships:Measurement:Data and Probability:Entert	1: Basic 71
MAP Communication Arts	Achievement Level Code:3Achievement level Description:Scale Score:651Lexile:Terra Nova National Percentile:56Speaking/Writing Standard English:Reading Fiction/Poetry/Drama:Reading Nonfiction:Writing Formally/Informally:Combined Reading from Standards	Basic : 2 and 3:
MAP Science	Achievement Level Code:Achievement Level Description:Scale Score:Terra Nova National Percentile:	
MAP Writing	Writing Score:	

#### **Registration:**



You can add or change your email address by parent/guardian/student by clicking on the <u>Edit Information</u>. You will not be able to change any phone numbers displayed, so for any inaccurate information shown, please contact your school to provide updated contact information.

### **Transportation:**

	School Transportation							
						To School		
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop	
м	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05		
т	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05		
w	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05		
R	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05		
F	Bus	019			07:07 AM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.A05		
					I	From School		
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop	
м	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05		
т	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05		
w	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05		
R	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05		
F	Bus	019			02:57 PM	Bus Stop: N NIAS AVE@E HIGH ST Last Updated: Dec 12 2011 5:50PM Route: REED.P05		

To changing your password, first click the My Profile link on the top right (<u>My Profile</u>):

The following dialog will be presented:

http://spshomeaccess.	.sps.k12.mo.us/ - My Profile - \	Windows Internet Explorer	
	Name:		
	Address:		
		Springfield, MO 65803	
	Logged in as:		
	Last successful logir	n: 9/15/2010 4:47:03 PM	
	Change	Password	
Old	d Password:*		
Ne	w Password:*		
Co	nfirm New Password:	*	
	Change	Close	
		$\backslash$	
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You may change your password using the prompt above to enter your <u>OLD Password</u> then your <u>NEW</u> <u>Password</u> and click <u>Change</u>. Be sure to remember your New Password and keep in a secure location. Your password can be reset by your school staff.