

Mendon-Upton Regional School District

iParent User's Guide

iParent is web-based, therefore it requires a computer with access to the Internet.

To register for an account:

To access the iPass/iParent parent registration, go to the website for the Mendon-Upton Regional School District (www.mursd.org), go to the section "Parents" and click on the link for Parent Homepage. Scroll to the middle of the page, click on the "iParent Account Application". Read the instructions, enter the number of students you are registering, register all school age children.

- Fill in the Account Application Form (see Figure 1). Create your own user ID and password. The user ID and password should not be shared with your child. Please note that you will need your child's Student ID number when entering information on this page. The Student ID number can be found on the top of your child's schedule or report card for middle/high school students. Elementary students please call the school office. Please register all your children.
- Click on submit for approval. You will be able to access your account in approximately 3 days.

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Application for On-line Access to Your Child's Records

This application is for parents and/or legal guardians of students enrolled in the Natick Public Schools only. If you are here in error, please cancel (back button). Any and all other attempts to gain access to this system are forbidden and considered unlawful. By completing this registration, you agree to the Acceptable Use Policy which can be found at www.natickps.org.

Please fill out and submit the registration form below:

- All fields indicated with an asterisk are required.
- You must enter your own username and password. The school does not maintain your password, so if you forget or lose it, you must e-mail the iPass Account Manager to have it re-set. This is done to maintain a high level of security. Your password is your property and your responsibility.
- Please understand that the application process does not instantly provide you with on-line access. Please check the iPass login in a week. The school may require additional information and/or that a parent/guardian visit the school in person prior to final approval.

If you have any questions or concerns, please contact your school administration.

>> PERSONAL INFORMATION

Title: Gender:

* First Name:

Middle Name:

* Last Name:

* Email:

* Workplace:

* indicates a required field.

» PRIMARY STUDENT INFORMATION

* Student ID:

* First Name:

Middle Name:

* Last Name:

* DOB: e.g. mm/dd/yyyy * City of birth:

Student lives with me.

Relationship to Student:

» INTERNET USER INFORMATION

* User ID:

**The Password must be at least 6 characters long.
The Password cannot contain your User ID.
The Password must contain numbers.**

* Password:

* Verify Password:

» ADDITIONAL STUDENT 2

Student ID:

First Name:

Middle Name:

Last Name:

DOB: e.g. mm/dd/yyyy City of birth:

Student lives with me.

Relationship to Student:

To access the iParent Login page

Go to your school's website or www.mursd.org, and go to the section "Parent". Click on the link for "iPass/iParent". Enter your secure username and password and click the Login button to display the View window (see Figure 2). When logging in to iPass/iParent, please be aware that you will only be allowed three attempts before your account becomes inactive. If this happens, you will have to e-mail the iPass account manager, ipass@mursd.org in order to be reactivated.

Main Menu

Click on the + sign on the left of the menu next to the iParent folder to get the full list of items. Each icon is a link to the main functions within the system. You may click on the icon or the word for the folder. If you have more than one child, you will be prompted to select the student you wish to view when you open the individual folder.

- **Test Scores** – Displays student's Standard Test Scores that are maintained in iPass. Examples MCAS scores, SRI scores.
- **iParent Competency Report (gr.k-4)** – At specific times during the year, parents will be able to view the Competency reports for students in grades PreK-4.
- **Schedule Rotation** – This allows you to select a particular term of your student's schedule. It defaults to the active term of the current school year. Simply click the arrow and select the term of choice.
- **Attendance** - Displays year to date daily attendance and summary.
- **Biographical** – This screen shows your student's biographical information maintained in iPass. If you observe any information that is not accurate, call or email the Main Office.
- **Logging out** - When you have finished using iParent, you should log off of the system by clicking on the Logout folder button in the left hand menu.
- **My Documents** – Documents Tab – Available Documents – Published Report Cards

There are periods of the year when student grades and schedules and other items may not be viewable in iParent.

For example access to Grades will be turned off during preparation for report card grades. Access to student schedules will be turned off in the summer while administration is working on next year schedules.