



# WESTPORT COMMUNITY SCHOOLS

## Office of Human Resources & Data Administration

To: Parents and Guardians of Westport Community School Students  
From: Mickey Fredericks, Human Resources & Data Administrator  
Date: September 15, 2016  
Re: Community Portal Training Night

In our continuing efforts to enhance communication with students and their families, Westport Community Schools is excited to introduce our Community Portal via SchoolBrains, our student information system.

We invite you to attend our informational training night on *Tuesday, October 4, 2016 from 6 to 7 PM* at the Westport Junior Senior High School Auditorium. Our Extended Day Program will provide childcare at no expense for Westport Community School students age 3 through 12. Those in attendance will be required to submit an email address for their log in.

The portal is capable of providing you with a great deal of information and I encourage you to log on and become familiar with the system. The information available to you may include the following:

- Student Contact Information
- Daily Attendance
- Student Schedules
- Most Recent Report Card
- Assignments
- Behavior Referrals

Through an agreement between the Westport School Committee and the Westport Federal Teachers Association, teachers shall monitor progress and post information to SchoolBrains for progress reports, report cards, and for at least one time midway between each progress report and report card. Many educators may be posting information more regularly, and the other demographic data and attendance information are kept very current.

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**✂Please complete below and bring with you on *Tuesday, October 4, 2016 from 6 to 7 PM!* ✂  
Please print legibly in black or blue ink.**

**Student(s) Legal Name:** \_\_\_\_\_

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**Parent(s) or Guardian(s) Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_