




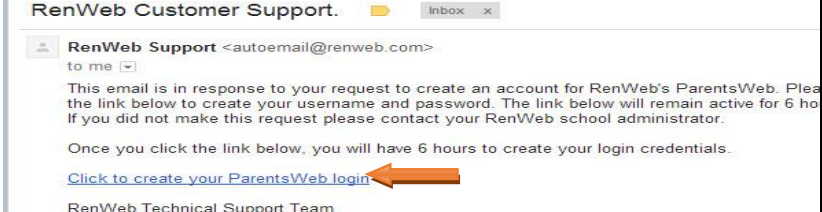
Accessing ParentsWeb

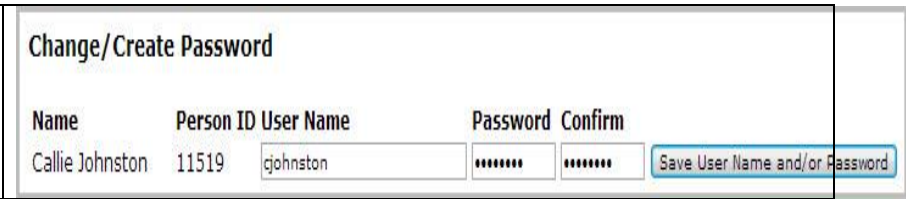

The ParentsWeb provided by FACTS gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success.

ParentsWeb allows you to access:

- Student attendance and daily grades
- Progress reports, reports cards and transcripts
- Student Behavior (including Merit and Demerit points)
- Student Service Hours
- School events and calendar

Here's how to access **ParentsWeb**:


<ul style="list-style-type: none"> ➤ Go to school website www.northernacademy.org and click LOGIN (or go to www.factsmgt.com directly) ➤ Click Parent Log in, then select FACTS Family Online (ParentsWeb). 	
<ul style="list-style-type: none"> ➤ Type the school's District Code: na-ny ➤ Log in to ParentsWeb using your new User Name and Password. <p><u>If you do not have an account, please follow the instructions below to create one:</u></p> <ul style="list-style-type: none"> ➤ Click Create New ParentsWeb Account. 	
<ul style="list-style-type: none"> ➤ Type your email address and click Create Account. An email will be sent, which includes a link to create your ParentsWeb login. The link is active for 6 hours. 	
<ul style="list-style-type: none"> ➤ Select the Click to Create your ParentsWeb login link. ➤ A web browser displays your Name and RenWeb Person ID. 	

<ul style="list-style-type: none"> ➤ Type a User Name, Password, and Confirm the password. ➤ Click Save User Name and/or Password 	
<p>A message displays at the top of the browser, "User Name/Password successfully updated."</p>	
<p>You may now log in to ParentsWeb using your new User Name and Password. You can change your Username / Password by clicking Family Information.</p>	

Update Student, Parent, and Family Information

New York state laws require that schools submit student demographic data and follow certain health requirements. The state also requires schools to follow immigration requirements and maintain current contact information for all students. Contact information includes parental address or homestay address, emergency contact phone and email, parent contact, and medical information.

Here's how to update contact information via the Web Forms in ParentsWeb:

<ul style="list-style-type: none"> ➤ Log in to your ParentsWeb account. ➤ Click School Information and click Web Forms ➤ Click Family Demographic Form <p>You will see this screen under Family Demographic Form.</p>	
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<p>For Day student who live with their parents/guardian and for Boarding students, please list the parents/guardian's home address in both Student Demographic Form and Custodial Parent Form.</p> <p>For Homestay student, please 1) list the host family's address in Student Demographic Form and list the student's home (parents') address on the Custodial Parent Form; 2) list the host family contact information on the Emergency Contact Form and the Transportation Form.</p> <p>To add a family member or host parent as the contact to receive school correspondence, please use the Grandparents Form.</p> <p>To update parents/guardian contact information, please use the Custodial Parent Form.</p>	<p>School Home Calendar Classes Resource Documents Web Forms Surveys</p> <p>Student Information Family Information Resources</p> <p>Get the RenWeb Home App Download on the App Store GET IT ON Google play Learn More about the RenWeb Home app for accessing Parents Web</p>	<p>Enrolled Students</p> <p>Student 1 Student Demographic Form Student 2 Student Demographic Form</p> <p>Student Medical</p> <p>Student 1 Student Medical Form Student 2 Student Medical Form</p> <p>Custodial Parents</p> <p>Parent 1 Custodial Parent Form Parent 2 Custodial Parent Form</p> <p>Emergency Contacts:</p> <p>Student 1 Emergency Contact Form Student 2 Emergency Contact Form</p> <p>Transportation</p> <p>Student 1 Transportation Form Student 2 Transportation Form</p> <p>Additional Family Members</p> <p>Add Person Grandparent Form</p>
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Auto Notifications

In order to help students and parents keep track of the students' attendance and submissions of the class assignments, we shall use the FACTS system to send automatic notifications on absences and missing assignments of the students.

Missing Homework

A notification will be sent to both the student and the parents every Friday at 8pm if a student has missing assignments.

Absence and Tardy

The following is an example of unexcused absence notification:

Student {StudentFullName} was absent from {ClassName} class on {Date}. Please email to attendance@northernacademy.org with reason, and submit a [Leave of Absence Form](#) in paper or electronically to homeroom advisor/department chair for approval by **8 PM the next school day (Excluding Saturday)**. The school will change the student's record to AE (Absence Excused) if a valid Form is received by the Student Affairs Office on time.

If you believe the message was sent due to an error, please reply to sender and the classroom teacher via email. We apologize for the inconvenience.

Merit Point

Dear {StudentFirstName} and Parents:

On {Date}, Student {StudentFullName} has accomplished the following merit: {Event}, and the details

are: {Description}. {StudentFirstName} has earned 1 Merit Point. Please visit parent web for details.

Nominated by {TeacherName}.

Demerit Point

On {Date}, Student {StudentFullName} has been assigned {Weight} demerit points for rule violation. {StudentFirstName} faces Level 1 Consequences (1-2 points, detention). Please visit parent web or contact Ms. Mulligan, Assistant Director of Student Affairs for details.