



SEVEN OAKS  
SCHOOL DIVISION  
*community begins here*

# École Seven Oaks Middle School

800 Salter Street, Winnipeg, Mb R2V 2E6 Phone: (204)586-0327 Fax: (204)589-0121

[www.7oaks.org/sevenoaksmiddle](http://www.7oaks.org/sevenoaksmiddle)

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## WELCOME TO PARENT CONNECT

Schools in Seven Oaks School Division, including École Seven Oaks Middle School, use a program called "Parent Connect". This is a password protected website that allows you access to a variety of your child's school information. Parent Connect will provide you with access to your current demographic info and it will allow you to change certain information online in order to keep it current. You will also have immediate access to instantly see your child's attendance, view your child's report cards, book your parent teacher interviews and electronically sign the yearly school permission forms.

### Instructions to log on to Parent Connect:

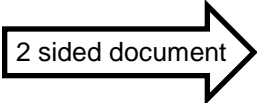
- To access the Parent Connect site, go to the École Seven Oaks Middle School website - <http://www.7oaks.org/school/sevenoaksmiddle>.
- Scroll down to the bottom right side of the page and click on the "Parent Connect via email" link ~OR~ click on "Parents" tab and then click on "Parent Connect via email"
- On your initial log in, click on "FORGOT MY PASSWORD". You will be prompted to enter the email address you have on file at the school and your postal code (lowercase letters and no space). **Be sure you use the email address that you gave to the school; both email addresses must match.**
- The system will then send you a temporary password to the email address you have on file at the school. Please note this is a temporary password and it should be changed as soon as possible. PLEASE DO NOT GIVE PASSWORDS TO STUDENTS.

\*\*If you are having trouble logging in, it may be because:

- You do not have pop-ups enabled on your computer or mobile device. Please check your settings to make sure you have pop-ups enabled.
- The email address you are using is not the address we have on file at the school. If your email address has changed, you will have to contact the school and have it updated.

Once you have logged on to the Parent Connect program, there is a variety of information that you will find:

- To view your child's attendance – Click on the 'Attendance' tab
- To view your child's report cards – Click on the 'Folder' tab
- To edit your phone number and basic info – Click on the 'Basic' tab
- To change your password – Click on the 'Password' tab and follow instructions
- To book parent teacher interview appointments – Click on the 'Interview' tab (only viewable once parent teacher conference times are open to booking)
- To submit your child's permission forms electronically – Click on the 'Forms' tab and select the appropriate answer from the drop down

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## **Report Cards**

- To find report cards on Parent Connect, log on to Parent Connect through the link on our website and locate the **<Folder>** tab. From there, you can click on any report card listed in your child's folder. It will bring it up in a PDF format.

## **Instructions for Booking your Parent/Student/Teacher Conference Time**

- On the top tool bar click the **<Interview>** tab.
- Select your child's homeroom teacher.
- Click on "Select" to choose your appointment time.
- The screen on the right shows you the summary of your appointments.
- To make an appointment with any other teacher, remove the check from the "limit to who teaches this student" and then select the teacher whom you wish to see (ie, phys ed, music, resource, guidance etc.)
- Use the **<Print>** button to get a reader-friendly copy of the schedule.

## **To submit your child's permission forms electronically**

- On the top tool bar click the **<Forms>** tab.
- Click on each form and read it
- Click on the drop down beside each of the forms and select your answer for each question
- Click the save button after each response

If you have any questions or if you are having difficulty logging into Parent Connect, please contact the school.

