

# *Bogalusa City Schools*

## Parent/Guardian Internet Resources

The Bogalusa City School Board is pleased to provide Internet based resources for parents and/or guardians. These web sites can help a parent and/or guardian keep track of their child's homework assignments, teacher calendars, teacher web sites, grades, discipline, attendance, and transcript information.

There are two primary web sites for parents or guardians to use:

### OnCourse

The OnCourse web site shows information in the following areas:

- **Student Homework**
- **School & Teacher Calendars**
- **Teacher Web Sites**

### Parent Command Center

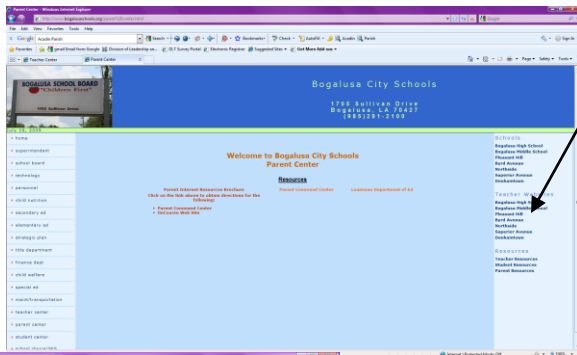
The Parent Command Center web site shows information **only** for the parent or guardian's child in the following areas:

- **Student Attendance**
- **Student Discipline**
- **Student Grades**
- **Student Transcripts**

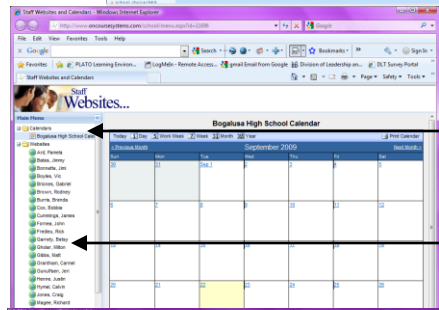
The web sites can be accessed by going to [www.bogalusaschools.org](http://www.bogalusaschools.org), then clicking on the "Parent Center" link.

### OnCourse Directions

The screenshot shows the Bogalusa City Schools website in a browser window. The page header includes the school board logo and contact information: 1795 Sullivan Drive, Bogalusa, LA 70427, (985)291-2100. A green banner reads "Welcome Back! School starts Thursday, August 6th". The main content area is titled "Welcome to Bogalusa City Schools" and contains sections for "DISTRICT MISSION", "Announcements", and job openings. On the left side, there is a vertical navigation menu with the following items: home, superintendent, school board, technology, personnel, child nutrition, secondary ed, elementary ed, strategic plan, title department, finance dept, child welfare, social ed, main/transportation, teacher center, and parent center. The "parent center" link is circled in red. The right side of the page features links for "Schools", "Teacher Websites", and "RESOURCES".

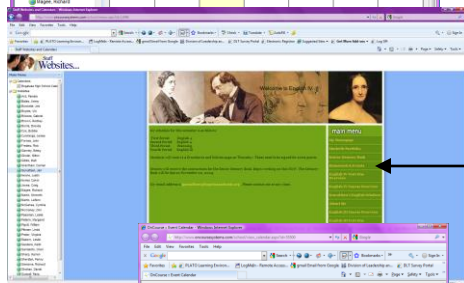


1. At the **Parent's Web page** look to the right under **Teacher Websites** scroll through the school listings and click on your child's school name to view student homework, school & teacher calendars and teacher web sites.

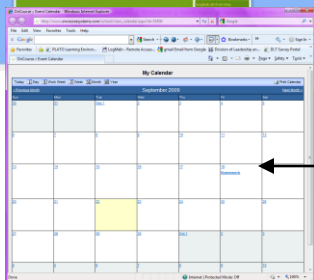


3. At your child's school **OnCourse web page**, click on a **School Calendar** to see events taking place during the current month.

4. Click on your **child's teacher's name** to see homework assignments or other important information related to their class.



5. Announcements appear to the right on the teacher's homepage. Click on **Homework & Events** to see a calendar related to this teacher's class information and homework.



6. Click on the **Homework** link on the appropriate day to view your child's homework for that teacher.

## Parent Command Center Directions

### Step 1 (1<sup>st</sup> time users only):

You should contact your students school and request a "Student Information Short Form" be sent home.

### Step 2:

Once you have the form please verify that the information on the form is correct. Correct any information that is not correct, fill out the rest of the form and return it to the school. **Please write down the Personal**

**Security # (5 numbers).** You will need this number when you login in for the first time.

**Step 3:**

Once the school has verified your information, go to [www.bogalusaschoos.org](http://www.bogalusaschoos.org) and click the “Parent Web Page” link. On the next page, click the “Parent Command Center” link. Click continue on to the website. Click on “Register a New User”. Select your guardian/mother/father; enter your first name, last name, address and the Parent Security Number (PSN) field exactly as it was turned into the school. Create, and then write down your login and password.

**Step 4:**

Try your login and password. You should see your child listed. Click on the child’s name, and then click the links to see current Attendance, Discipline, Grade Averages, Progress Grades, and Transcript information.

**Step 5:**

Once you have successfully created an account and have logged in, use the LINK feature to ‘link’ all of your children to one account/login. This will work IF you have provided the school with the same 5 digit code for all of your children.

**Troubleshooting - Notes:**

I can’t create a login: *Make sure you are using the first name, last name, zip code, and the last 5 digits of the child’s SSN as it matches the school computer system.. If you are sure it is correct, contact the school) to verify.*

Does the Parent Security Number have to be the last 5 digits of my child’s SSN? *No. A parent can provide any 5-digit number. The last 5 digits of a child’s SSN are already in the system, but any combination can be used.*

Will other people see my child’s information on the Internet? *No. Parents and Guardians see only the information for their own child.*

Do the schools have access to my account? *No. Only the person who creates the account will know the login and password.*

How often is the Parent Command Center information updated? *The information is “real time”. When information is entered by the school, it is immediately available in the Parent Command Center.*

I don’t have Internet at my home. What can I do? *The Washington Parish Library has Internet-connected computers for use by the public at its main location and at branch libraries throughout the parish.*