



Dr. Ed Davis – Superintendent

Board of Education

L. Dean Arp, Jr. – Chairman
John Collins - Vice Chairman
John Crowder
Sherry Hodges
Carolyn J. Lowder
Laura Minsk
Rick Pigg
Marce Savage
David Scholl

Date:

Re: Parent Assistant Module & Military Service Information

Dear Parents,

Union County Public Schools (UCPS) is working with the North Carolina Department of Public Instruction in preparation for the release of the Parent Assistant Module (PAM), an Internet-based program that allows you to access important information about your child using a secure website. Via the PAM, parents will have access to your child’s demographics (students K-12), attendance (students K-12), and grades (students 3-12).

In preparation of PAM, the data regarding custody and siblings must be accurately entered. On the attached Student Information Verification Form, please do the following:

- **Review Student Demographic Information on page 1 and 2 of the Student Information Verification Form:**
 - Please review for accuracy the “Property Address” and “Mailing Address” for the student, the “Address” for Parent/Guardian 1 and Parent/Guardian 2, and the “Address” for Emergency Contact 1 and Emergency Contact 2. Please make changes on the document as necessary.
 - Proof of residence documents will be required to be submitted to the school if there is a change to the student’s “Property Address.”
- **Review Custody information on page 1 of the Student Information Verification Form:**
 - Y/N indicators for “Living with Student” and “Same as Student Address” must be accurate. Custody status will affect what type and how much data each parent may view in the PAM. **If the current status for custody is “Unknown”, you will need to contact the school to discuss a correction. Any student with “Unknown” custody status will not have access to the PAM. No user account will be created for the parent(s). Parents may need to provide the school with custody papers to validate any family custody situations that impact the custody status information in NCWISE.**

Growing Possibilities...

- **Review Sibling Information on page 2 of the Student Information Verification Form:**
 - Information regarding siblings also needs to be accurate so that a parent may access all of their children's accounts with one username/account. Phone numbers must be accurate as the primary number is used as part of the parent's username. Parent email information must also be accurate.
 - When listing student sibling information on page 2 of the Student Information Verification Form, please write in the name of the school the sibling attends. Please place this information on the "Pupil No." line of the siblings section above each sibling's name.

The North Carolina State Board of Education (NCSBE) has been required by the United States government to provide information if the student had an immediate family member who has served in the reserve or active components of the Armed Forces of the United States since September 1, 2011. This can include father(s), mother(s), or sibling(s) service members. If your family has had immediate family members in the Armed Forces since September 1, 2011, please do the following:

- On page 2 of the Student Information Verification Form, list the following information in the MEMO section:
 - Name of the family member (first name and last name)
 - Relationship of the family member (Father, Mother, Brother, Sister, custodial Grandparent)
 - Branch of services in the Armed Forces (Army, Navy, Air Force, Marines, Coast Guard)

Once all information has been reviewed and any additions or corrections made, please return the Parent Letter and Student Information Verification Form back to the school by **ENTER DATE.**

Thank you for your reviewing and validating this information in a timely manner. UCPS is excited to offer the Parent Assistant Module to our parents as a way to enhance the school-to-home communication. Your school will be providing further details at a later date regarding the implementation of the PAM.

Sincerely,

Your Name
Principal