

PARENT ASSISTANT USER GUIDE

GETTING STARTED

To access the Parent Assistant Module, users must obtain a Parent Assistant User ID and password issued by your child/children's school. There are two types of users. Please refer to the following paragraph for descriptions of each user.

CUSTODIAL PARENTS

Parent Assistant gives custodial parents the ability to request changes online for certain Demographic and Emergency Contact information for their child/children. If you are a custodial parent and live at the same address as your child/children, you will only need one User ID and password to access the data on your child/children.

NON-CUSTODIAL PARENTS

If you are not the custodial parent or you do not live at the same address as your child/children, you will need to contact each school where each of your children attends and request a User ID and password in order to receive access. You will have multiple User IDs and passwords (One for each individual child). Non-Custodial parents do not have access to demographic or emergency information on their children.

LOGGING ON TO PARENT ASSISTANT

Go to <http://pam-pilot.ncwise.org/dc8> and enter the username and password that you have been provided. Then click **LOGIN**.

! IMPORTANT REMINDER: USER NAMES AND PASSWORDS ARE CASE SENSITIVE!



Login

LOGIN DETAILS

Username:

Password:

Language: English Spanish French

Login

Enter your User Name and password. You may also select a different language.

NOTE: You may receive a Certificate Error; however you should choose CONTINUE TO THIS WEBSITE as this is a secure site and this error is in the process of being corrected.



There is a problem with this website's security certificate.

The security certificate presented by this website was not issued by a trusted certificate authority.

Security certificate problems may indicate an attempt to fool you or intercept any data you send to the server.

We recommend that you close this webpage and do not continue to this website.

Click here to close this webpage.

Continue to this website (not recommended).

More information

ACCESSING YOUR CHILD'S/CHILDREN'S INFORMATION

The **CURRENT PROGRESS** screen is the first screen to appear after logging into Parent Assistant. If you have more than one child attending Union County Public Schools, you can click on the dropdown arrow next to your child's name and view information on your other children. Select one of your children from the dropdown list and click the **'Display'** button. You have access to this function on all screens within Parent Assistant.

Parent Assistant

General Info Current Activity Academic Progress Messages Miscellaneous

Current Progress

Student Schedule Log Off

DISPLAY DETAILS

Student: Interim Grade : Show Hide

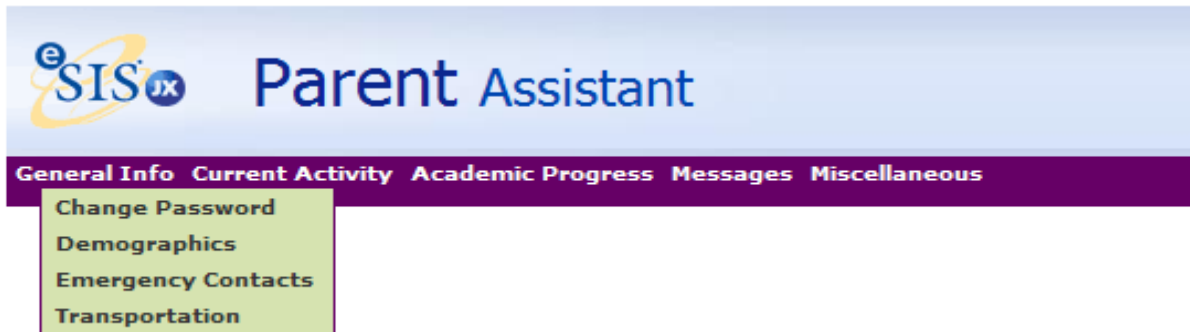
CURRENT PROGRESS DATA

Courses	Teacher	Abs	Tardy	Exam	Final	Total Cumulative Grade	Current Average	Details
0000 Self Contained		0.0	0.0	-	-	-	-	<input type="button" value="Details"/>
Mathematics		0.0	0.0	-	-	-	-	<input type="button" value="Details"/>
Science		0.0	0.0	-	-	-	-	<input type="button" value="Details"/>
Social Studies		0.0	0.0	-	-	-	-	<input type="button" value="Details"/>
Reading		0.0	0.0	-	-	-	-	<input type="button" value="Details"/>
Language Arts		0.0	0.0	-	-	-	-	<input type="button" value="Details"/>
Spelling		0.0	0.0	-	-	-	-	<input type="button" value="Details"/>
Handwriting		0.0	0.0	-	-	-	-	<input type="button" value="Details"/>
Citizenship		0.0	0.0	-	-	-	-	<input type="button" value="Details"/>
Art		0.0	0.0	-	-	/	/	<input type="button" value="Details"/>
Physical Education		0.0	0.0	-	-	/	/	<input type="button" value="Details"/>
Music		0.0	0.0	-	-	/	/	<input type="button" value="Details"/>

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HOW TO NAVIGATE THE PARENT ASSISTANT MODULE

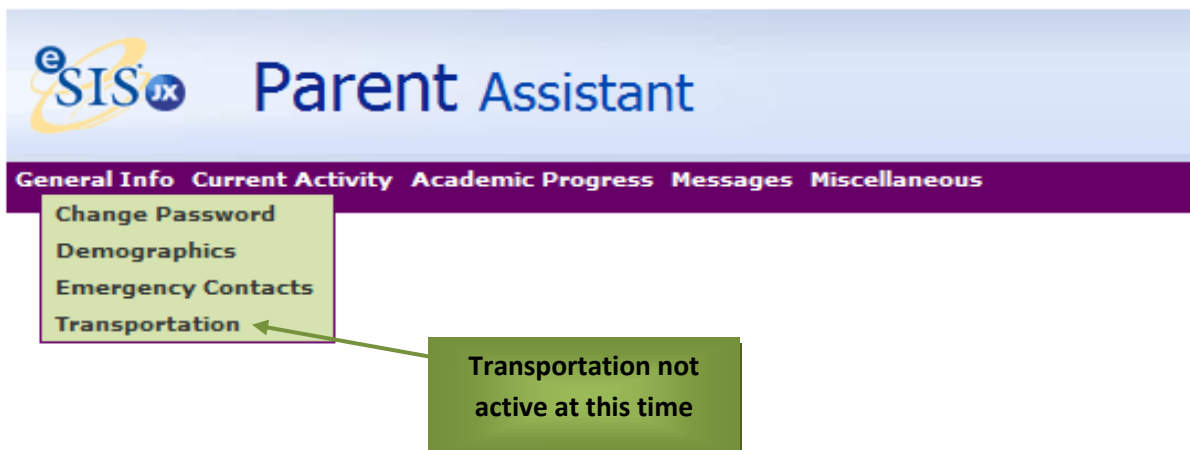
The Parent Assistant Module operates from Menus that are separated into Categories. Each of those categories has a drop down menu of sub-categories. To select the information you would like to view, move your mouse over the category and click on the sub-category you wish to select.



UNDERSTANDING THE MENU SCREENS

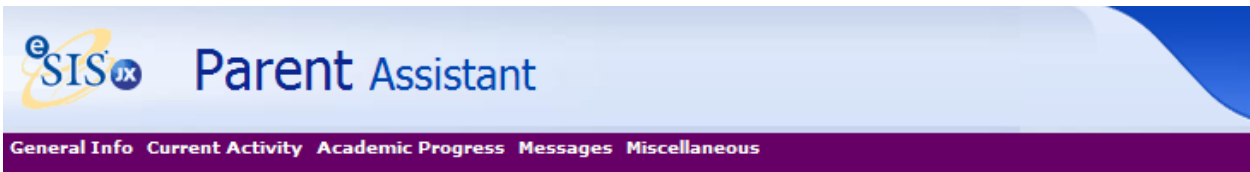
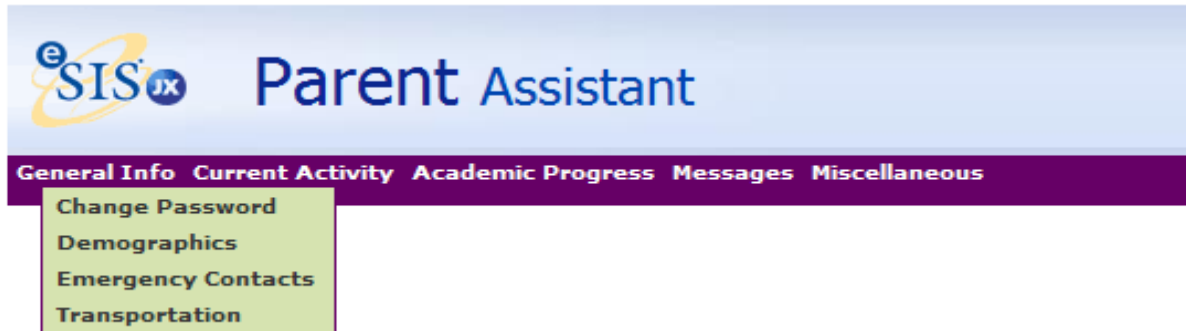
GENERAL INFO

The General Info Menu will allow you to change your password as well as view Demographic and Emergency Contact Information.



CHANGING YOUR PASSWORD

To change your password, select **GENERAL INFO>CHANGE PASSWORD**.



PASSWORD DETAILS

Current Password:

Password should be between 6 and 10 characters. For increased security, we suggest the use of both alpha and numbers.

Enter new password:

Retype new password:

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Type your Current Password, enter your New Password and retype your New Password. Finally, click OK. Suggested guidelines for password creation and security are above.

DEMOGRAPHICS

To view Demographics information, select **GENERAL INFO>DEMOGRAPHICS**.

Demographics [Student Schedule](#) [Log Off](#)

DISPLAY DETAILS

Students:

Student Information Verification Form
School -

STUDENT DETAILS

Pupil No:	<input type="text"/>	Grade:	<input type="text"/>
Legal Last Name:	<input type="text"/>	Legal First Name:	<input type="text"/>
Usual Last Name:	<input type="text"/>	Preferred First Name:	<input type="text"/>
Middle Name:	<input type="text"/>	Third Initial:	<input type="text"/>
Birth Date: (YYYY-MM-DD)	<input type="text"/> Age 13 yrs 2 mths	Proof Of Age:	<input type="text"/> Birth Certificate
Gender:	<input type="text"/>	Social Security Number:	<input type="text"/>

PROPERTY ADDRESS DETAILS

Num And Street:	<input type="text"/>	Apt#:	<input type="text"/>
Lot#:	<input type="text"/>	Concession#:	<input type="text"/>
Municipality:	<input type="text"/> Wilmington	State / Prov:	<input type="text"/> NC
Postal Code:	<input type="text"/>	X - Boundary?	<input type="checkbox"/>

ALTERNATE ADDRESS DETAILS (FOR TRANSPORTATION - ELIGIBILITY TO BE DETERMINED BY THE BOARD)

Street#	Street Name	Apt#	Municipality	Contact Name	Contact Phone
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IMMIGRATION AND MISCELLANEOUS DETAILS

Country Of Birth:	<input type="text"/> United States of America	Country Of Citizenship:	<input type="text"/> United States of America		
Immigration Status:	<input type="text"/> American Citizen	Entry Date:	<input type="text"/>		
Visa/Work Permit:	<input type="text"/>	Exp Date:	<input type="text"/>		
Language:	<input type="text"/>	Language Most Used:	<input type="text"/>	Language At Home:	<input type="text"/>
Tuition Paid By:	<input type="text"/>	Tuition Type:	<input type="text"/>		
Release Info?	<input type="checkbox"/>	Internet Access?	<input checked="" type="checkbox"/>		
Emerg Closure:	<input type="text"/> Retain at School	Family Courier?	<input checked="" type="checkbox"/>		

MEDICAL DETAILS

Doctors Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Dentist's Name:	<input type="text"/>	Phone Number:	<input type="text"/>
Health Policy #:	<input type="text"/>	Preferred Hospital:	<input type="text"/>
Allergies:	<input type="text"/>	Life Threatening?	<input checked="" type="checkbox"/>
Other:	<input type="text"/>		

SIBLING DETAILS

Pupil No	Name	Relationship	Age	Grade	Gender
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A custodial parent may change any information on the demographic screen and submit it for approval by the NC Wise Data Manager at the school. **Please Note-Business practices will not change regarding documentation of certain information such as address changes, proof must be provided.

EMERGENCY CONTACTS

To view Emergency Contacts, select **GENERAL INFO>EMERGENCY CONTACTS**.

To view information on a contact, click the Details button next to the contact's name. To change information on a contact, click the Change button. To delete a contact, click the Delete button.

Parent Assistant

General Info Current Activity Academic Progress Messages Miscellaneous

Emergency Contacts

Student Schedule Log Off

DISPLAY DETAILS

Student:

Call Sequence	Last Name	First Name	Relationship	Language	Place Of Employment	Action
1						<input type="button" value="Details"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>
1						<input type="button" value="Details"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>
1						<input type="button" value="Details"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>
2						<input type="button" value="Details"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>
3						<input type="button" value="Details"/> <input type="button" value="Change"/> <input type="button" value="Delete"/>

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To add a new Emergency Contact, click the Add a New Emergency Contact button.

Add Emergency Contact

CONTACT DETAILS

Call Sequence	First Name	Last Name	Relationship	Language
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Place Of Employment	Can Pick Up Student		Home Phone No.	
<input type="text"/>	<input type="checkbox"/>		<input type="text"/>	
Unlisted	<input type="checkbox"/>			

CONTACT METHOD

Work Number	Extension	E-mail Address	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Voice Mail	Cellular Phone	Pager Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address	Notes		
<input type="text"/>	<input type="text"/>		

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Enter all information and click save to submit it to the NC Wise Data Manager at the school for approval.

CURRENT ACTIVITY

The screenshot shows the 'Parent Assistant' interface. The navigation bar includes 'General Info', 'Current Activity', 'Academic Progress', 'Messages', and 'Miscellaneous'. The 'Attendance' link is highlighted. Below the navigation bar, the 'Current Progress' section is visible, along with 'Student Schedule' and 'Log Off' buttons.

Attendance

To view attendance information, select **CURRENT ACTIVITY>ATTENDANCE**.

You will be able to view daily attendance or period attendance based on the type taken at your child's/children's school.

This screenshot displays the 'Student Absences - Daily Attendance' page. It features a navigation bar with 'General Info', 'Current Activity', 'Academic Progress', 'Messages', and 'Miscellaneous'. The page title is 'Student Absences - Daily Attendance'. Below the title, there are 'Student Schedule' and 'Logoff' buttons. A 'DISPLAY DETAILS' section includes a 'Student:' dropdown menu and a 'Display' button. Two summary tables are present: 'TOTALS (ALL CURRENT SCHOOL YEARS)' and 'TOTALS (CURRENT SCHOOL ONLY)'. The first table shows zero counts for Authorized, Excused, Unexcused, and Total across AM, PM, and Days. The second table shows 'Total Days Present/Membership Days' as 35.0 / 35. Below these tables, 'Total Grant Days: 0.0' and 'Lates: 0.0' are displayed. An 'ABSENCE DETAILS' table header is also visible, with columns for Date, A/L, Absence Reason (AM), A/L, Absence Reason (PM), and Class Subjects Type.

This screenshot shows the 'Attendance' page. The navigation bar is the same as in the previous screenshot. The page title is 'Attendance'. It includes 'Student Schedule' and 'Log Off' buttons. The 'DISPLAY DETAILS' section has a 'Student:' dropdown and a 'Display' button. Below this, there are radio buttons for 'Show: Period By Class' (unselected) and 'Period By Date' (selected). The 'ATTENDANCE SUMMARY' table shows 0 Authorized, 3 Excused, 0 Unexcused, 3 Total Period Absences, and 1 Total Late. A note below the table states: 'Authorized absences - student was in school or at school activity but absent from class'. The 'ATTENDANCE DETAILS' table header includes columns for Date, Class, Class Entry, Office Reason, Teacher, and Room.

Academic Progress

SIS Parent Assistant

General Info | Current Activity | **Academic Progress** | Messages | Miscellaneous

Current Progress

- Assignments
- Credits Earned To Date
- Current Progress
- Marks/Grades
- Standard Tests

Standard Tests not active at this time.

Student Schedule | Log Off

Assignments

To view assignments, select **ACADEMIC PROGRESS>ASSIGNMENTS**.

Assignments

Student Schedule | Log Off

DISPLAY DETAILS

Student: [Dropdown] **Display**

Activity Period - From: 2011-Oct-10 [Calendar Icon] Activity Period - To: 2011-Oct-19 [Calendar Icon]

Teacher: All Teachers Sort By: Due Date, Course, Course, Due Date

ASSIGNMENT DETAILS

Courses	Assignment Type	Details - Description	Grade	Max Grade	Late/Exempt	Assign Date	Due Date	Reporting Term	Details
	Participation	Tutorial 10/11/13	85	100		2011-10-14	2011-10-14	1st Nine Weeks	Details
	Classwork	Latin/Greek Roots 3	64	100		2011-10-12	2011-10-12	1st Nine Weeks	Details
	Classwork	Latin/Greek Roots 2	40	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Classwork	Latin/Greek Roots 1	70	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Participation	Tutorial 10/3/11	85	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Participation	Tutorial 9/29/11	87	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Participation	Tutorial 10/3/11	89	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Participation	Tutorial 9/27/11	90	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Classwork	Focused Writing Response (Texting while Driving)	92	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Classwork	One-Pager: Texting While Driving	92	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Notebooks	Planner Check 9/23 and 9/30	93	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Participation	Tutorial 9/22/11	95	100		2011-10-10	2011-10-10	1st Nine Weeks	Details
	Participation	Tutorial 9/20/11	96	100		2011-10-10	2011-10-10	1st Nine Weeks	Details

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The Details button provides more information for each assignment.

View Assignments

ASSIGNMENT DETAILS FOR CLASS: AP STATISTICS

Reporting Term: All Reporting Terms Sort By: Due Date, Assignment Type, Due Date **Display**

Assignment Type	Details - Description	Grade	Max Grade	Late/Exempt	Assign Date	Due Date	Reporting Term	Details
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Current Average: 85.8/86 Individual Assignment Grades are raw scores. The Current Average calculation may involve weighting. See the details of each assignment for specific weights. **Calculation Help**

Return

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Credits Earned to Date

To view credit information, select **ACADEMIC PROGRESS>CREDITS EARNED TO DATE**.

Credits Earned To Date [Student Schedule](#) [Log Off](#)

DISPLAY DETAILS

Student: [Display](#)

CREDIT DETAILS

Courses	School	Date Completed	Credits Earned	Final Mark
Sat Preparation-Avid Novelist			1.0	93
Avid III			1.0	95
Adv Functions And Modeling			1.0	88
AP US History			1.0	91
Body Conditioning/Weight Training - Spring			1.0	95
Body Conditioning/Weight Training - Fall			1.0	95
Honors U. S. History			1.0	90
Honors English III			1.0	90
Body Conditioning/Weight Training - Spring			1.0	94
Avid II			1.0	91
Honors English II AVID			1.0	89
Spanish II			1.0	73
Honors Chemistry			1.0	82
Honors Algebra II			1.0	79
Body Conditioning/Weight Training - Fall			1.0	96
Honors Civics & Economics			1.0	88
HL World History			1.0	84
Honors English 1 Avid			1.0	89
Freshman Avid Elective			1.0	92

Current Progress

To View Current Progress, select **ACADEMIC PROGRESS>CURRENT PROGRESS**.

Parent Assistant [Student Schedule](#) [Log Off](#)

General Info Current Activity Academic Progress Messages Miscellaneous

Current Progress [Student Schedule](#) [Log Off](#)

DISPLAY DETAILS

Student: [Display](#) Interim Grade : Show Hide

CURRENT PROGRESS DETAILS

Courses	Teacher	Abs	Tardy	Exams	Final	Total Cumulative Grade	Current Average	Details
Algebra I (HS CRED)		0.0	0.0	-	-	90.68/B	90.68/B	Details
Language Arts/Reading 8		0.0	0.0	-	-	52.33/F	52.33/F	Details
AVID 8		0.0	0.0	-	-	85.22/B	85.22/B	Details
Physical Education/Health 8		0.0	0.0	-	-	93/A	93/A	Details
Science 8		0.0	0.0	-	-	85.96/B	85.96/B	Details
Social Studies		0.0	0.0	-	-	100/A+	100/A+	Details

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Current Year Average

Current Grading Period Average

Marks/Grades

To view Mark/Grade Information, select **ACADEMIC PROGRESS>MARKS/GRADES**.

Marks/Grades

[Student Schedule](#) [Log Off](#)

DISPLAY DETAILS

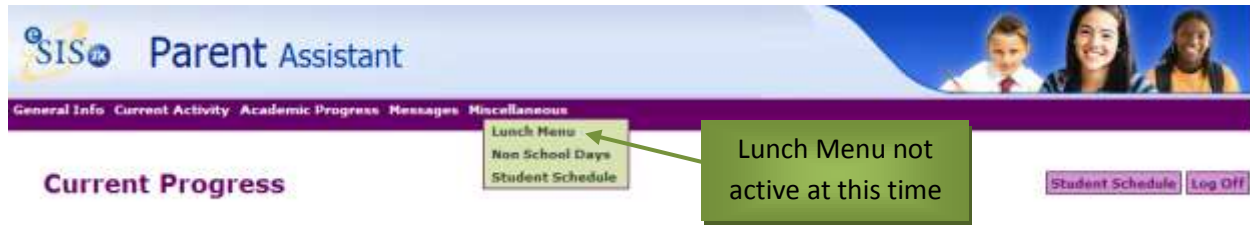
Student:

[Display](#)

MARK/GRADE DETAILS

Courses	Teacher	Reporting Period	Mark	Exam	Final	Abs	Tardy
Algebra I (HS CRED)			-	-	0	0	
Language Arts/Reading 8			-	-	0	0	
AVID 8			-	-	0	0	
Physical Education/Health 8			-	-	0	0	
Science 8			-	-	0	0	
Social Studies			-	-	0	0	

Miscellaneous



The screenshot shows the 'Parent Assistant' interface with a navigation bar containing 'General Info', 'Current Activity', 'Academic Progress', 'Messages', and 'Miscellaneous'. The 'Miscellaneous' menu is expanded, showing 'Lunch Menu', 'Non School Days', and 'Student Schedule'. A green callout box with an arrow pointing to the 'Lunch Menu' option contains the text 'Lunch Menu not active at this time'. Below the menu, there is a 'Current Progress' section and buttons for 'Student Schedule' and 'Log Off'.

Non School Days

To view Non School Days, select **MISCELLANEOUS>NON SCHOOL DAYS**.

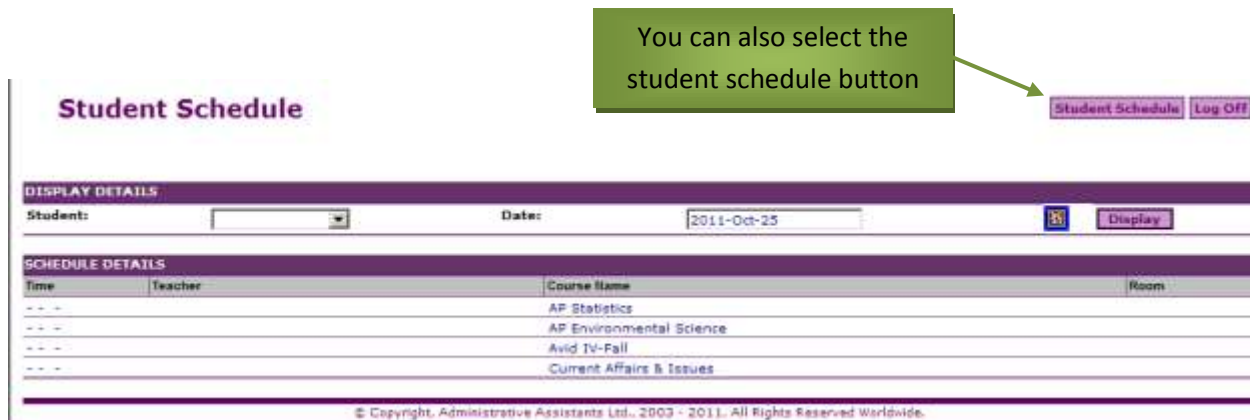


The screenshot shows the 'Non School Days' page. At the top, there is a 'DISPLAY DETAILS' section with a 'Students:' dropdown menu and a 'Display' button. Below this is a table titled 'NON SCHOOL DAY DETAILS' with two columns: 'Date' and 'Reason'. The table lists various dates and reasons for non-school days, such as 'Teacher Work Day', 'Saturday', 'School Holiday', and 'Teacher Annual Leave'.

Date	Reason
2012-JUN-8	Teacher Work Day
2012-JUN-2	Saturday
2012-MAY-28	School Holiday
2012-MAY-26	Saturday
2012-MAY-19	Saturday
2012-MAY-12	Saturday
2012-MAY-5	Saturday
2012-APR-28	Saturday
2012-APR-21	Saturday
2012-APR-14	Saturday
2012-APR-7	Saturday
2012-APR-6	School Holiday
2012-APR-5	Teacher Annual Leave
2012-APR-4	Teacher Annual Leave
2012-APR-3	Teacher Annual Leave
2012-APR-2	Teacher Annual Leave
2012-MAR-31	Saturday
2012-MAR-24	Saturday
2012-MAR-17	Saturday

Student Schedule

To view the Student Schedule, select **MISCELLANEOUS>STUDENT SCHEDULE**.



The screenshot shows the 'Student Schedule' page. At the top, there is a 'DISPLAY DETAILS' section with a 'Students:' dropdown menu, a 'Date:' field set to '2011-Oct-25', and a 'Display' button. Below this is a table titled 'SCHEDULE DETAILS' with four columns: 'Time', 'Teacher', 'Course Name', and 'Room'. The table lists several courses, including 'AP Statistics', 'AP Environmental Science', 'Avid IV-Fall', and 'Current Affairs & Issues'. A green callout box with an arrow pointing to the 'Student Schedule' button in the top right corner contains the text 'You can also select the student schedule button'. At the bottom of the page, there is a copyright notice: '© Copyright, Administrative Assistants Ltd., 2003 - 2011. All Rights Reserved Worldwide.'

If you find that you still need help about the Parent Assistant Website, please go to the Union County Schools Website and click on NC Wise Parent Assistant link on the right side of the webpage for the Parent Assistant step-by-step video.

Further questions or concerns should be directed to your child/children's school.