

Dear Parent/Guardian:

**Westford Public Schools is pleased to announce the opening of *iParent*.**

The *iParent* system is integrated into the District's iPASS student information system. *iParent* is specially designed to provide a means of communication and sharing of information between parents, teachers, students, and administrators. In addition, *iParent* offers opportunities for the District to move toward a paperless environment for progress reports and report cards.

Beginning last year, Westford Academy, Blanchard and Stony Brook Schools requested that you apply for *iParent* access. Beginning this year, all K-5 schools will use *iParent* to communicate information. This will allow us to confirm the accuracy of the biographical information we have on file for your child, such as telephone numbers, email addresses, and mailing addresses and update if necessary. ***Please apply for iParent immediately, to ensure our receipt of current contact information.***

Steps to register for *iParent*:

1. Go to the Westford Public Schools district home page at <http://www.westfordk12.us>
2. Click on the *iParent* link found under the left side of the home page.
3. In the next screen, click on the link Click here to apply for on-line access to your child.
4. All fields indicated with an asterisk are required.
5. The following information is needed for registration:
  - a. Student's First & Last Name, Date of Birth, City of Birth and Student ID (Student ID can be found on the report card, schedule or progress report.
  - b. You will need to enter your name, workplace, and a valid email address.
6. For families with more than one child in the Westford Public Schools, you will be registering all your children at this time. The primary student (first entered) should be your eldest child. Subsequent children should be entered in order of descending age. (oldest to youngest). You will be able to use the same login user ID and password for each student.
7. You will create your own username and password. Remember to keep a record of your Username and password, in a safe, secure location.
8. Remember to click the SUBMIT button at the bottom of the screen. You will receive immediate confirmation that the submitted request was received.

The application you submit does not immediately provide you with online access. To maintain a high level of security, the electronic registration form that you submit will be reviewed to ensure that the person requesting access is entitled to receive confidential information for the student(s) listed on the application. You will be notified by email about the status of your access: pending, approval, or denied. The school reserves the right to require additional information and/or to ask the parent/guardian to visit the school in person prior to approval.

If you have any questions or difficulty in the registration process, please email [iparent@westfordk12.us](mailto:iparent@westfordk12.us).

Thank you for helping us to maintain accurate and up to date information regarding your child.