



Home Access Center Complete Guide



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Introduction

The Home Access Center provides parents and guardians with the online ability to view helpful student information to support and guide their children through the educational process. From home or work, at any time of the day or night, parents can access the Web portal to track academic achievement through their student's schedules, attendance records, discipline records, classwork, interim reports, report cards, transcripts, and standardized test scores. E-mail links are also available throughout the portal so parents can communicate with the school and teachers.

Features

- ✓ A daily snap-shot of your child's attendance, schedule, class-work and discipline information.
- ✓ Class schedules by cycle days.
- ✓ An attendance calendar with color-coded detail.
- ✓ Detailed discipline information including student discipline history.
- ✓ A list of classwork assigned by teachers including homework, tests, quizzes, projects, and more.
- ✓ Interim progress reports, report cards, high school transcripts, and standardized test scores.
- ✓ Registration information for your child including demographic and guardian contact information.

Benefits

- ✓ Engages parents via an Internet parental portal, connecting them with the classroom teacher and providing them with relevant and timely information to support/direct their children's education.
 - ✓ Helps open a consistent avenue of parent and teacher communication.
 - ✓ Creates stronger connections between students, parents, teachers and administrators.
 - ✓ Empowers students to actively take a roll in their progress and future.
- Note: High School Students are now able to gain access to this center so they can keep track of their own progress. Students should see their principal for their user name and password.

Getting Started

To create a **Home Access Center** account, the Parent/Guardian must complete the Access Request Form found on the district website. You must return it **in person** to your child's school. If you have more than one child, you only need to complete one form and turn it in to just one school. A **photo ID** is required when you return the form.

Once your information is verified and processed, a **user name** and **password** will be e-mailed to you. After receiving your user name and password, go to the Schenectady City School District website at: www.schenectady.k12.ny.us and click on the **Home Access Center** link located on the top right hand side of the home page as shown below.



Home Access Center Log In

After clicking on the Home Access Center link, the following page will open.

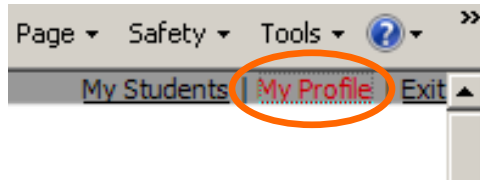
Home Access Center Login

<p>Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Log In"/></p>	<p>Welcome to the Home Access Center. To begin, please enter your username and password.</p> <p>Home Access Center allows parents to view student registration, scheduling, attendance, assignment, and grade information.</p> <p>If you do not have a username and password and would like more information about Home Access Center Please click here - HAC Info</p>
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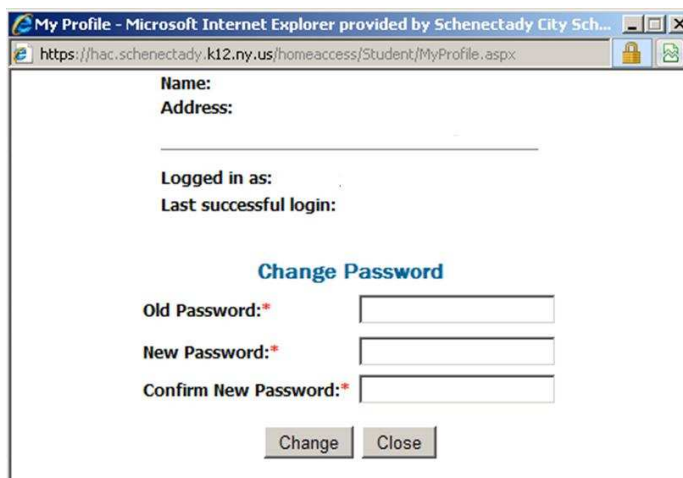
Here you will type in the username and password provided by the district. Click the **Log In** button to submit the information.

Changing Your Password

Once the system has logged you in, you have the option to change your password. Simply click on **My Profile** located on the upper right hand side of the page, as shown below.



The **Change Password** screen, shown below, will appear. Follow the instructions and click on the **Change** button to submit the information.

A screenshot of a web browser window showing the 'My Profile' page. The browser title is 'My Profile - Microsoft Internet Explorer provided by Schenectady City Sch...'. The address bar shows the URL 'https://hac.schenectady.k12.ny.us/homeaccess/Student/MyProfile.aspx'. The page content includes a 'Name:' label, an 'Address:' label, and a horizontal line for input. Below this, it says 'Logged in as:' and 'Last successful login:'. The main heading is 'Change Password' in blue. There are three input fields: 'Old Password:*', 'New Password:*', and 'Confirm New Password:*'. At the bottom, there are two buttons: 'Change' and 'Close'.

Daily Summary

The **Daily Summary Tab**, shown below, is the first tab that opens. It provides a snapshot of what is happening at school for your child on the day in which you entered the Home Access Center. It provides a breakdown of the student's attendance for the day, his/her schedule based on the cycle day, class work for the week, and any discipline incidents that occurred during the week.

Daily Summary for Tuesday, May 24, 2011 - Today is G Day

Today's Attendance
No attendance information has been entered for this student today.

Today's Schedule

Period	Course	Description	Teacher	Room
1 (07:45 AM - 08:50 AM)	3140 - 1	EARTH SCI R MST	MORRIS, C	D051
2 (08:55 AM - 09:55 AM)	3375 - 1	1ST AID/SPR MED	WILLIAMS-BURPEE, A	D001
3 (10:00 AM - 11:00 AM)	1236 - 3	US HIST FA	HOLCOMB, J	D015
4 (11:05 AM - 11:35 AM)	0216 - 3	ENG 11 AM LIT CO	BADAWI, N	B009
5 (11:40 AM - 12:05 PM)	0216 - 3	ENG 11 AM LIT CO	BADAWI, N	B009
6 (12:10 PM - 12:40 PM)	9998 - 8	LUNCH (S)	UNASSIGNED	N/A
7 (12:45 PM - 01:15 PM)	1980 - 2	ALG 1B/SECO 1 CO	BROWN, R	B003
8 (01:20 PM - 01:45 PM)	1980 - 2	ALG 1B/SECO 1 CO	BROWN, R	B003
9 (01:50 PM - 02:50 PM)	0281 - 13	READING/WRTING(S)	HARMAN, P	D023

Classwork For This Week
There has been no classwork posted for this week.

Incidents During This Week
This student was not involved in any discipline incidents this week.

Schedule

The **Schedule Tab**, shown below, provides a snapshot of your child's schedule for the entire year by letter day. In this area, you can click on any teacher's name to launch an e-mail message directly to the teacher.

If a teacher has left you a note, a bubble will appear next to the course and section. Simply click on the bubble to read the note.

2010 - 2011 Schedule - Today is G Day

The Current Marking Period is Q4

View the Schedule for Marking Period Q4

Time Period	Day A (1,2,3,5,6,7)	Day B (4,1,2,5,7,8)	Day C (3,4,1,5,6,8)	Day D (2,3,4,6,7,8)	Day E (1,2,3,5,6,7)	Day F (4,1,2,5,7,8)	Day G (3,4,1,5,6,8)	Day H (2,3,4,6,7,8)	Day S
1 07:45 AM - 08:50 AM	EARTH SCI R MST MORRIS, C D052 3140 - 1	1ST AID/SPR MED WILLIAMS-BURPEE, A D001 3375 - 1	STUDYHALL (S) HAFELE, T D068 STHL2-2 - 2	EARTH SCI R MST MORRIS, C D052 3140 - 1	EARTH SCI R MST MORRIS, C D052 3140 - 1	1ST AID/SPR MED WILLIAMS-BURPEE, A D001 3375 - 1	EARTH SCI R MST MORRIS, C D051 3140 - 1	EARTH SCI R MST MORRIS, C D052 3140 - 1	
2 08:55 AM - 09:55 AM	EARTH SCI R MST MORRIS, C D052 3140 - 1	EARTH SCI R MST MORRIS, C D052 3140 - 1	1ST AID/SPR MED WILLIAMS-BURPEE, A D001 3375 - 1	EARTH SCI R MST MORRIS, C D052 3140 - 1	STUDYHALL (S) HAFELE, T D068 STHL2-2 - 2	EARTH SCI R MST MORRIS, C D052 3140 - 1	1ST AID/SPR MED WILLIAMS-BURPEE, A D001 3375 - 1	STUDYHALL (S) HAFELE, T D068 STHL2-2 - 2	
3 10:00 AM - 11:00 AM	US HIST FA HOLCOMB, J D015 1236 - 3	US HIST FA HOLCOMB, J D015 1236 - 3	US HIST FA HOLCOMB, J D015 1236 - 3	1ST AID/SPR MED WILLIAMS-BURPEE, A D001 3375 - 1	US HIST FA HOLCOMB, J D015 1236 - 3	US HIST FA HOLCOMB, J D015 1236 - 3	US HIST FA HOLCOMB, J D015 1236 - 3	1ST AID/SPR MED WILLIAMS-BURPEE, A D001 3375 - 1	
4 11:05 AM - 11:35 AM	ENG 11 AM LIT CO BADAWI, N B009 0216 - 3	LUNCH (S) UNASSIGNED N/A 9998 - 8	ENG 11 AM LIT CO BADAWI, N B009 0216 - 3	LUNCH (S) UNASSIGNED N/A 9998 - 8	ENG 11 AM LIT CO BADAWI, N B009 0216 - 3	LUNCH (S) UNASSIGNED N/A 9998 - 8	ENG 11 AM LIT CO BADAWI, N B009 0216 - 3	LUNCH (S) UNASSIGNED N/A 9998 - 8	

Bubble Note

Attendance

The **Attendance Tab**, shown below, provides a snapshot of your child's attendance for the month. If a day is color coded, refer to the **Color Legend** for an explanation.

Attendance

Color Legend

<ul style="list-style-type: none"> OUT-OF-SCHOOL SUSP. ABSENT TARDY PRESENT (correction) STRICT SUPERVISED STUDY FIELD TRIP EDUCATION ABSENT EXCUSED REENTRY 	<ul style="list-style-type: none"> CLASS TARDY UNEXCUSED GUIDANCE/OFFICE/NURSE SCHOOL TARDY UNEXCUSED IN-SCHOOL SUSPENSION SCHOOL TARDY EXCUSED HOME TUTORING ABSENT ABSENT UNEXCUSED Multiple Attendance Codes 	<ul style="list-style-type: none"> CLASS TARDY EXCUSED DO NOT ADMIT TO CLASS EARLY DISMISSAL ALTERNATIVE LEARNING CENTER HOME TUTORING PRESENT OUT-OF-SCHOOL SUSP. PRESENT NO ACTION School Closed
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<< May 2011 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

If you hover over a date that is color coded, a popup window will appear showing the student's attendance record for that day. To move between months, use the arrows at the top of the calendar, as shown.

<< May 2011 >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Period: 1
 Attendance: SCHOOL TARDY UNEXCUSED
 Arrive Time: 8:10:00 AM

Discipline

The **Discipline Tab**, shown below, provides a snapshot and explanation of all of your child's discipline records for each year your child attended a school in the district as well as other schools your child may have attended.

Discipline Incidents

School Year	Incident	Category	Building	Location	Incident Date/Time	Incident Role
2011	ELECTRONIC INFRACTION: CELL PHONE, GAMES ETC.		SCHENECTADY HIGH SCHOOL	SCHOOL ROOM	2/17/2011 10:55:00 AM	Offender
2011	ELECTRONIC INFRACTION: CELL PHONE, GAMES ETC.		SCHENECTADY HIGH SCHOOL	SCHOOL ROOM	2/14/2011 9:34:00 AM	Offender
2011	ELECTRONIC INFRACTION: CELL PHONE, GAMES ETC.		SCHENECTADY HIGH SCHOOL	SCHOOL ROOM	11/9/2010 2:00:00 PM	Offender

Click on any **Incident** or **Incident Role** hyperlink to see additional details.

Classwork

The **Classwork Tab**, shown below, provides a listing of all the components making up your child’s grade. Scroll down the page to see all of your child’s classes. The list could include quizzes, tests, class work, assignments, homework, and any other project or work that the teacher has defined.

0281 - 13 READING/WRTING(S)										
Date Due	Date Assigned	Assignment	Category	Score	Weight	Weighted Score	Average Score	Total Points	Weighted Total Points	Percentage
05/09/2011	05/09/2011	Lil Wayne worksheet: written response	Class Work	0.00	2.00	0.00	8.86	20.00	40.0000	0.00%
05/09/2011	05/09/2011	Lil Wayne: define words through context	Class Work	14.00	1.60	22.40	13.43	16.00	25.6000	87.50%
05/04/2011	05/04/2011	Bin Laden article, annotations	Assignment	7.00	1.00	7.00	7.00	10.00	10.0000	70.00%
05/04/2011	05/04/2011	Bin laden article multiple choice	Class Work	16.00	2.00	32.00	19.00	20.00	40.0000	80.00%
04/15/2011	04/15/2011	Annotation, last paragraph of passage 2 of sample reents	Assignment	15.00	2.00	30.00	11.36	20.00	40.0000	75.00%
04/15/2011	04/15/2011	Multiple choice questions, passage 2 of sample reents	Assignment	16.00	2.00	32.00	14.18	20.00	40.0000	80.00%
04/15/2011	04/15/2011	Annotation paragraphs 1 and 2 of Passage 2 of sample reents	Class Work	25.00	2.50	62.50	21.45	25.00	62.5000	100.00%

Categories			
Category	Student's Points	Maximum Points	= Percent
Assignment	69.00	90.00	76.67%
Class Work	116.90	168.10	69.54%
Totals:	185.90	258.10	72.02%

Student's overall average is: 185.90 / 258.10 = 72.02 %

Interim Progress

The **Interim Progress Tab**, shown below, is an online version of the interim that is mailed home quarterly. By clicking on the down arrow you can select the interim date that you would like to review.

Interim Progress Report For Friday, May 13, 2011

View the Interim Progress Report for

Course	Description	Period	Teacher	COM1	COM2	COM3	A	T
3140 - 1	EARTH SCI R MST	1	MORRIS, C	D052	3	122		2
3375 - 1	1ST AID/SPR MED	1	WILLIAMS-BURPEE, A	D001	3	10		
1236 - 3	US HIST FA	3	HOLCOMB, J	D015	5			
0216 - 3	ENG 11 AM LIT CO	4 - 5	BADAWI, N	B009	3			
1980 - 2	ALG 1B/GEO 1 CO	5 - 6	BROWN, R	B003	36	33		
0281 - 13	READING/WRTING(S)	7 - 8	HARMAN, P	D023	3	11		

Comment Legend	
Comment	Description
10	DEMONSTRATES COOPERATION AND AVERAGE PRODUCTIVITY
11	HAS SHOWN IMPROVEMENT IN HIS/HER LEVEL OF WORK
122	HAS SHOWN IMPROVEMENT IN EFFORT
3	CURRENTLY HAS AN AVERAGE IN THE 70'S
33	APPEARS TO HAVE DIFFICULTY CONCENTRATING
36	EXHIBITS A SERIOUSLY DETERIORATING LEVEL OF WORK
5	CURRENTLY HAS AN AVERAGE BELOW 65

Report Cards

The **Report Card Tab**, shown below, provides an online version of the report card that is mailed home quarterly. By clicking on the down arrow you can select the report card quarter that you would like to review.

Report Card For Reporting Period 3

View the Report Card for Reporting Period 3

Course	Description	Period	Teacher	Room	Att.Credit	Earn. Credit	Q1	Q2	Q3	Q4	FE	REG	FM	A	T	COM1	COM2	COM3
3140 - 1	EARTH SCI R.MST	1	MORRIS, C	D052	1.0000	0.0000	C	C+	C+					5	0	11		142
3375 - 1	1ST AID/SPR.MED	1	WILLIAMS-BURPEE, A	D001	1.0000	0.0000	C	B	F					2	0	142	99	
1236 - 3	US HIST FA	3	HOLCOMB, J	D015	1.0000	0.0000		C-	C-							1	0	9
0216 - 3	ENG 11 AM LIT CO	4 - 5	BADAWI, N	B009	1.0000	0.0000	B+	C	C							4	0	
1980 - 2	ALG 1B/GEO 1 CO	5 - 6	BROWN, R	B003	1.0000	0.0000	B-	B-	C-					4	1	114	28	
0281 - 13	READING/WRTING(S)	7 - 8	HARMAN, P	D023	0.0000	0.0000			B							4	0	53
5224 - 2	INTER BUS* UHS	7 - 8	RASHFORD, G	D020	0.5000	0.5000	C	A-			C		B-	1	0			
6363 - 25	PE LEVEL 2 (F)	9	FORRESTER, G	GYM1	0.2500	0.2500	C	F			B		C-	1	0			
6364 - 15	PE LEVEL 2 (S)	9	CERRONE, M	GYM1	0.2500	0.0000			F					1	0	41		
T582 - 1	REG US HIST (S)	10	PARENTE, C	N/A	0.0000	0.0000										0	0	
T722 - 1	RE PHY ST ESCL (S)	11	PUTMAN, G	N/A	0.0000	0.0000										0	0	
T391 - 1	REG ENGLISH (F)	12	BONVILLE, B	N/A	0.0000	0.0000					63	F				0	0	
T402 - 1	REG ENGLISH (S)	12	BONVILLE, B	N/A	0.0000	0.0000										0	0	
T690 - 1	REG INT ALG (F)	17	BOUTON, D	N/A	0.0000	0.0000					63	F				0	0	
T700 - 1	REG INT ALG (S)	17	BOUTON, D	N/A	0.0000	0.0000										0	0	

Total Earned Credit: 0.7500

The **comment legend** displays a description of the comments in the COM1, COM2, and COM3 columns.

	Credit	GPA
Current	0.0000	1.5400
Semester	0.0000	2.2160
Cumulative	24.2500	2.9581

Comment Legend	
Comment Description	
11	HAS SHOWN IMPROVEMENT IN HIS/HER LEVEL OF WORK
114	HAS ALLOWED THE QUALITY OF WORK TO DECLINE
142	OFTEN USES ELECTRONIC DEVICE(S) WHICH NEGATIVELY IMPACTS CLASSROOM PERFORMANCE
28	HAS NOT MADE UP REQUIRED ASSIGNMENTS, TESTS OR QUIZZES
41	IS NOT COMPLETING THE BASIC REQUIREMENTS OF THE COURSE
53	TENDS TO BE A COMPULSIVE TALKER, DISTURBING OTHERS IN CLASS
9	IS PROGRESSING AT AN APPROPRIATE AND SATISFACTORY RATE
99	WILL NOT GRADUATE IF THIS COURSE IS NOT PASSED

Transcript

The **Transcript Tab**, shown below, provides a snapshot of each school year's grades including those from other schools. At the bottom of the page are the Grade Point Average (GPA) and the Student Rank.

Transcript

Group Courses By:

Year: 2009-2010 SCHOOL YEAR										Year: 2010-2011 SCHOOL YEAR									
Building: SCHENECTADY HIGH SCHOOL										Building: SCHENECTADY HIGH SCHOOL									
Grade:	9									Grade:	10								
Course	Description	REG	FINAL	Q1	Q2	Q3	Q4	EXAM	Credit	Course	Description	REG	FINAL	Q1	Q2	Q3	Q4	EXAM	Credit
6373 - 1	PE SC 3 (F)		A-	B	A				0.2500	6740 - 1	VOC TRG/TRANS NC			B+	A-				0.0000
6374 - 1	PE SC 3 (S)		B+			B+	A-		0.2500	6376 - 1	PE SC 4 (F)		A	A	A				0.2500
2855 - 4	MATH FUNC SC3		A	A	A	A	A	A	0.0000	8081 - 1	VOC STUDIES SC4			A	A				0.0000
5460 - 1	HUM/CUL SC3		A-	B+	A				0.0000	0845 - 1	ENGLISH SC4			A	A				0.0000
6004 - 1	MUSIC SC3		P	P	P	P	P		0.0000	0581 - 3	READING SC3/4			A	A				0.0000
3820 - 2	SCIENCE SC3		A	A-	A	A	A	A	0.0000	2860 - 1	MATH FUNC SC4			A	A				0.0000
8075 - 2	VOC STUDIES SC3		A-	B+	A-	A-	A	A	0.0000	Total Credit: 0.2500									
1850 - 2	SOCIAL SC3		A	A	A	A	A-	A	0.0000										
5794 - 1	ART SC3*		B			B	B	B	0.0000										
0842 - 6	ENGLISH SC3		A	B	A	A	A	A	0.0000										
8084 - 1	LIFESKILLS SC3/4		A	A	A-	A	A	A	0.0000										
8062 - 2	TEST PREP WRT 1		A	B	A			A	0.0000										
8063 - 2	TEST PREP WRT 2		A			A	A	A	0.0000										
Total Credit: 0.5000																			

GPA Type	GPA	Rank
UNWEIGHTED G.P.A.	0.0000	
WEIGHTED G.P.A.	0.0000	

Test Scores

The **Test Scores Tab**, shown below, provides a listing of all scores for New York State Regents and other Exams. Scroll down the page to view all results.

January Regents Examinations	Test: REGENTSJAN	Level: REGENTSJAN	Form: 1	Date: 1/26/2010
Grade: 11 Age: 16 Building: SCHENECTADY HIGH SCHOOL				
Subtest		Scores		
Regents ELA - Jan		Assessment Score: 79		
Regents Math A - Jan				

January Regents Examinations	Test: REGENTSJAN	Level: REGENTSJAN	Form: 1	Date: 1/22/2008
Grade: 9 Age: 15 Building: SCHENECTADY HIGH SCHOOL				
Subtest		Scores		
Regents ELA - Jan				
Regents Math A - Jan		Assessment Score: 65		

June Regents Examinations	Test: REGENTSJUN	Level: REGENTSJUN	Form: 1	Date: 6/15/2010
Grade: 11 Age: 17 Building: SCHENECTADY HIGH SCHOOL				
Subtest		Scores		
Regents Geometry - Jun				
Regents Algebra2/Trigonometry - Jun		Assessment Score: 34		
Regents Living Environment - Jun				
Regents Phy Set/Chemistry - Jun				

Registration

The **Registration Tab**, shown below, provides a summary of the student's information provided by the parent upon registering the child for school. *Be sure to notify your school of any changes to your contact information so we can keep your child's records up to date.*

Registration Information

Student Name:	Building: SCHENECTADY HIGH SCHOOL	Grade: 12
Birth Date:	Gender: Female	Language: ENGLISH
House/Team: GLOBAL COMMERCE	Calendar: 2010-2011 SCHS CALENDAR	Residency:
Counselor: THOMAS, TERRI	Homeroom:	Homeroom Teacher:

Personal Information		Emergency Information			
Social Security Number:	Meal Status:	Classification:	Doctor:	Phone:	Ext:
Ethnicity: CAUCASIAN			Hospital:		
Insurance Information					
	Company:	ID:			
	Group:	Subscriber:			

Contact Information

Student Mailing Address	Student Address	Guardian	Guardian