



Holy Cross School
40 Rumson Road
Rumson, NJ 07760
Tel: 732-842-0348
Fax: 732-741-3134

Paperless Report Card Notification

As stewards of both our environment and your tuition dollars, we have decided to go 'green' with report cards. Holy Cross is one of 10 schools in the Diocese of Trenton to pilot the roll out of paperless report cards this year. **Paper report cards will no longer be sent home with students; instead, they will be available for grades K-8 through the Parent Portal on the evening of scheduled report card distribution. Trimester 1 report cards will be available on December 7, 2017.** Parents of students in grades 3-8 will use their current logon credentials – and any additional family members in grades K-2 will now be available there as well. Families of students in grades K-2 who have never had access to Parent Portal were sent logon credentials on Monday, November 27, 2017.

Both Current and New Users, please make note of the following:

- All emails regarding Parent Portal will come from parentsupport@dioceseoftrenton.org
- Please read the entire email and follow the directions provided.
- DO NOT RESPOND TO THE EMAIL – IF YOU HAVE QUESTIONS, PLEASE CONTACT HOLY CROSS.
- DO NOT CONTACT THE DIOCESE – NO INFORMATION RELATED TO PARENT ACCESS WILL BE GIVEN OUT. ALL QUESTIONS/ISSUES MUST BE DIRECTED TO YOUR CHILD'S SCHOOL.

The email will include:

Parent Access Address - <https://parents.dioceseoftrenton.org>

User Name - All accounts are created with the email that you supplied to the school. You will receive your credentials at that email address and it will also serve as your User Name.

Password - Upon first receiving credentials, you will receive a nonsense password. It is suggested that you copy and paste the nonsense password when first logging on. As soon as you successfully log on, you will be prompted to change your password.

Note: If you ever forget your password, you can click on the 'Forgot Password Link' and a new nonsense password will be sent via email.

For Security Reasons - If you attempt an incorrect password five times, your account will be locked out for security reasons. Once the account is locked, you will have to contact Holy Cross to request that the account be unlocked. When the account is unlocked, you will be provided a new nonsense password.

When you're logged in, here's what you'll see:

Grades K – 2 **Summary Page** – this page includes student name; school; student ID; homeroom; age; birthdate
Grading Page – report card and functionality for printing report card

Grades 3 – 8 **Summary Page** – this page includes student name; school; student ID; homeroom; age; birthdate; attendance for the week; assignments for the week
Attendance Page – summary of attendance for the entire school year
Grading Page – report card and functionality for printing report card
Gradebook Page – all courses scheduled and assigned teachers; running average in each course; the ability to view assignments/grades by day, week, month, trimester, full year; the ability to print assignments