

**Andrews Middle School**  
**Administrative Office**  
3000 Mystic Valley Parkway  
Medford, MA 02155  
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Timothy S. Blake  
Principal

Paul D'Alleva  
Asst. Principal

April 26, 2010

Dear Parent(s)/Guardian(s):

By the Fall of 2010, Andrews Middle School and Medford High School will begin its implementation of **IParent**, a component of *IPass*, the Internet-based database used by the Medford Public Schools for attendance, grading, and scheduling information.

According to our current plans, by the opening of school we are looking to have parental access to at least student schedules for the coming academic year. Then throughout the 2010-2011 school year, parents will have electronic access to grading information, attendance data, and discipline records.

The first step in this journey is for the recipient of this letter, *1<sup>st</sup> Contact*, to update the information on the Biographical Information Verification Document (reverse side). While this task is largely self-explanatory, please do the following:

- Cross out any information that is incorrect and write the correct information to the right of it;
- Make sure that *1<sup>st</sup> Contact* includes the address to which school documents should be mailed;
- Make sure that if the *2<sup>nd</sup> Contact* has the same address as *1<sup>st</sup> Contact*, "Receives Mail" should be listed as a "**No**" for *2<sup>nd</sup> Contact* (because we wouldn't want to mail two identical documents to two different *Contacts* at the same address);
- Be sure to include the student's email address (top left, n/a if none) and parents' email addresses (middle);
- Label each phone number for each contact as *Home*, *Cell* or *Work*.
- Include information about contacts other than the first three, as well as sibling information, on the bottom of the sheet on the other side;
- For each *Contact's Legal Status*, please write Legal Guardian, Custodial Guardian, or Non-Custodial Guardian.
- Communicate to the main office any complexities with regard to the *Legal Status* of each *Contact*, as well as any limitations with regard to the appropriateness of *2<sup>nd</sup>* and *3<sup>rd</sup> Contacts' "Receiving Mail," "Dismissing the Student,"* and "Receiving a Dismissed Student."
- Sign and date the sheet at the bottom.
- Return the attached sheet with your child's report card to your child's homeroom teacher by Friday, April 30.

Thank you for your assistance in these efforts to improve home-school communication. While you understand that there will be logistical bumps along the road to electronic communication with parents, we are excited about taking this journey with you and meeting the challenges it presents.

Sincerely,



Timothy S. Blake

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**"Excellence Through Responsibility and Respect"**

Caso necessite de um Interpreter para traduzir esta informacao, favor contactar o Escritorio de ELL no numero: 781 393 2348  
Si un Interprete es necesitado a traducir esta informacion, por favor contacta la Oficina de ELL en numero: 781 393-2348  
Si w bezwen yon entepret pou tradui enfomasyon sa a pou wou, souple rele nan nimewo telefon sa a: Biwo ELL: 781 393-2348