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**Springfield Public Schools**  
**Jeffries Elementary**

4051 South Scenic  
Springfield, MO 65807  
(417) 523-3900/Fax: (417) 523-3995



**Principal: Dr. Elizabeth Cooper**  
**Assistant Principal: Adam Bax**  
**Secretary: Angie Bennett**

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Dear Jeffries Parents/Guardians,

At the beginning of the 2011-2012 school year, teachers across the district began using an on-line, electronic grade book. The teachers have spent 1<sup>st</sup> semester becoming familiar with this new system. The e-gradebook is meant to be an instructional tool for teachers and an informational tool for parents.

In order for you to have access to your child's information, you must be assigned a PIN. Due to privacy laws, these numbers cannot be sent home in the student's backpacks or mailed to your home. In order to obtain your PIN, you must show a valid picture ID and provide a signature.

The distribution of PIN's is a huge undertaking. Our wonderful secretary, Angie Bennett, will be in charge of the distribution. In order to make this as simple and convenient as possible, we have set aside an evening (in conjunction with Jeffries Math Night) for you to come to Jeffries and sign for your PIN. This event will be held on Monday, FEBRUARY 13 from 4:30-6:00pm. You may come anytime during these hours. If these times do not work for your schedule, you may stop in at the office during the school day anytime after February 13. Please be respectful of Angie's work day. We ask that you avoid our busiest times: 8:30-9:00am, 11:00am-11:30am, and 3:15-4:00pm. **YOU MUST PRESENT A PHOTO ID IN ORDER TO RECEIVE YOUR PIN. YOU CANNOT PICK UP ANOTHER PERSON'S PIN (INCLUDING SPOUSE).**

Once you have obtained your PIN, you will be able to login to the eschool system and access your child's gradebook information. PLEASE SEE THE BACK OF THIS PAGE FOR SOME SPECIFIC GRADE-LEVEL INFORMATION. I hope the egradebook will be a valuable tool for you and your child. It is another way of enhancing the school/home connection. As with any new program there will be kinks that need to be worked out. Please be patient in this process. ☺

With your child in mind,

Dr. Elizabeth Cooper, Principal

## SchoolPlus Home Access Information

- \*WE WILL “GO LIVE” ON FEBRUARY 13<sup>TH</sup>.**
- \*GRADEBOOKS WILL BE UPDATED EVERY TWO WEEKS.**
- \*ANY CONCERNS/QUESTIONS SHOULD BE ADDRESSED WITH YOUR CHILD’S TEACHER.**

**K-2 PARENTS:** PLEASE BE AWARE THAT THE INFORMATION YOU CAN ACCESS WILL BE LIMITED. K-2 STUDENTS DO NOT RECEIVE ACTUAL LETTER GRADES. THE K-2 GRADEBOOK WILL BE A WAY FOR YOU TO MONITOR YOUR CHILD’S PROGRESS IN EACH SUBJECT AREA. K-2 GRADES RELY ON OBSERVATION AND ANECDOTAL DATA, ALONG WITH BENCHMARK TESTING AND CLASS WORK, TO DETERMINE COMPETENCY MARKS ON GRADECARDS. THEREFORE THE ONLINE GRADEBOOK WILL SERVE AS A PREDICTOR OF THE STUDENT’S GRADECARD, BUT WILL NOT BE THE ONLY SOURCE USED TO DETERMINE MARKS THEY RECEIVE.

**3<sup>RD</sup> AND 4<sup>TH</sup> GRADE PARENTS:** THE GRADEBOOK WILL PROVIDE YOU WITH UP-TO-DATE INFORMATION REGARDING TEST SCORES, HOMEWORK ASSIGNMENTS AND GRADED CLASSROOM ACTIVITIES AND ASSIGNMENTS, ALONG WITH ANY OTHER INFORMATION YOUR CHILD’S TEACHER CHOOSES TO INCLUDE. AS WITH K-2, THE GRADES YOU SEE WILL SERVE AS A PREDICTOR OF THE LETTER GRADES YOUR CHILD WILL RECEIVE ON THEIR QUARTERLY AND SEMESTER GRADECARD. OTHER SOURCES, SUCH AS OBSERVATIONS, ANECDOTAL INFORMATION, AND BENCHMARK TESTING, WILL ALSO BE USED IN DETERMINING A STUDENT’S ACTUAL GRADE.