

March 1, 2013

Dear Parents:

I am pleased to announce that the Parent Portal of St. James School will be opened on Monday, April 8th, for families with students in grades 3 to 8. The Parent Portal will permit parents to view their child's grades and attendance on-line. The Diocese of Trenton will be sending information as well as your personal code to your e-mail address that we currently have on file. You will need to use this code to access the Parent Portal. Please be advised that parents who have tuition or financial balances will not be able to access the Parent Portal until arrangements have been made for payment subject to our school policy.

Through the Parent Portal, parents will be able to e-mail their child's teacher directly. Teachers will make every effort to respond to their e-mails during school business hours. Although the teachers outlined their grading policies during "Back to School Night" in September, please check your child's teacher's eBoards for their grading policy should you have any questions.

If you have any difficulty accessing the Parent Portal, please contact Mrs. Barbara Schimpf (732-741-3363 then 2 at the menu prompt or stjames_office@yahoo.com) in the Business Office for assistance. Mrs. Schimpf is authorized to contact the Diocese to solve any Parent Portal issue. Please also remember to contact Mrs. Schimpf should you change your e-mail address.

I hope that you will find the Parent Portal very helpful in following your child's educational progress.

Respectfully,

William A. Cardone

Principal