

Accessing Student Information via the Internet

By using a web browser, parents can log into the school document server to view attendance, report cards, progress reports, assignments, parent information and lunch accounts for their children. Parents will be able to submit changes to their parent information over the Internet. Please note that some teachers post their assignments on their classroom webpages, accessed via a link on the Ed-Co homepage.

How To Use Parent Access

1. Connect to Parent Access using the web link on the Ed-Co homepage (www.edge-cole.k12.ia.us)
2. Enter your last name for the Parent Username.
3. Enter the password. Contact the high school office to get a password, change your password or to report a problem.
4. Click on the Sign In button.

Attendance Reports

To review an attendance report for your children, click on the **Attendance Report button**. Attendance information will be displayed for all children for whom you are a primary contact and will include attendance information spanning from the first day of school to the current date. The attendance information will be broken down by period and type (absent/tardy, excused/unexcused) and will include any reasons entered by the school office staff.

Report Cards

To view a basic report card for your children, click on the **Report Card button**. Report card information for the current year will be displayed for all children for whom you are a primary contact. The report card will include the total graduation credits earned, the course names for which the student is registered, the names of the teachers for the courses, the current year's grades for each term as well as any reported exam grades. Report cards will not be available until the end of the first quarter.

Online Progress Reports

To view an online progress report for your children, click on the **Online Progress Report button**. A list of available progress reports will be displayed for all children for whom you are a primary contact. The progress report will have the same information as the progress reports that have typically been printed and sent home to parents in the past. Progress reports will be updated regularly to reflect current student status. We will continue to send progress reports home as per usual.

Parent Information

To view parent contact information, click on the **Online Parent Information button**. Parents may make changes to any of the information on this screen and then click the Submit button at the bottom of the screen to send the changes to the school. Later, the school office will process parent information update requests. *Note: Including a comment with your submission may be very helpful to the office staff as they process your update requests.*

Lunch Account Information

To view lunch account balances and transactions for your family account, click on the **Lunch button**. The first screen will display the account balances for your family account. Click on the button to the right of any of the account balances and a list of all transactions for that account will be displayed.

Call the high school office if you need assistance in using parent access - 563-928-6412.