



Waterford Township
School District

Brenda Haring, EdD/CI
Superintendent

Daniel J. Fox, CPA
Assistant Superintendent for Business

Julie C. Lyons
Director of Elementary Education

March 20, 2020

Good afternoon,

This is to inform you that students will be receiving report cards **online (in Realtime)** on March 24, 2020. This is a change from Trimester 1, where families received hard copies. However, we felt a paperless report card was the best alternative for communicating your child's progress in a timely manner.

On March 24, you will be able to view the report card in Realtime. Directions have been provided on the next page, so you can ensure you are able to log into Realtime. If you have any difficulties logging in, please contact Betty Scola at escola@wtsd.org.

Please note that, while you can log into Realtime at any time, you will only be able to view the actual report cards starting March 24.

Thank you in advance for your understanding.

Respectfully,

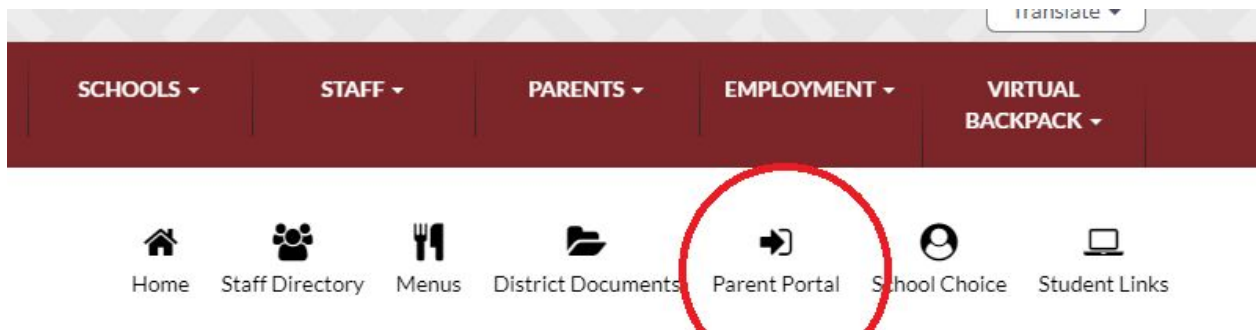
Dr. Brenda Haring, EdD/CI
Superintendent, Waterford Township School District

Directions begin on the next page...

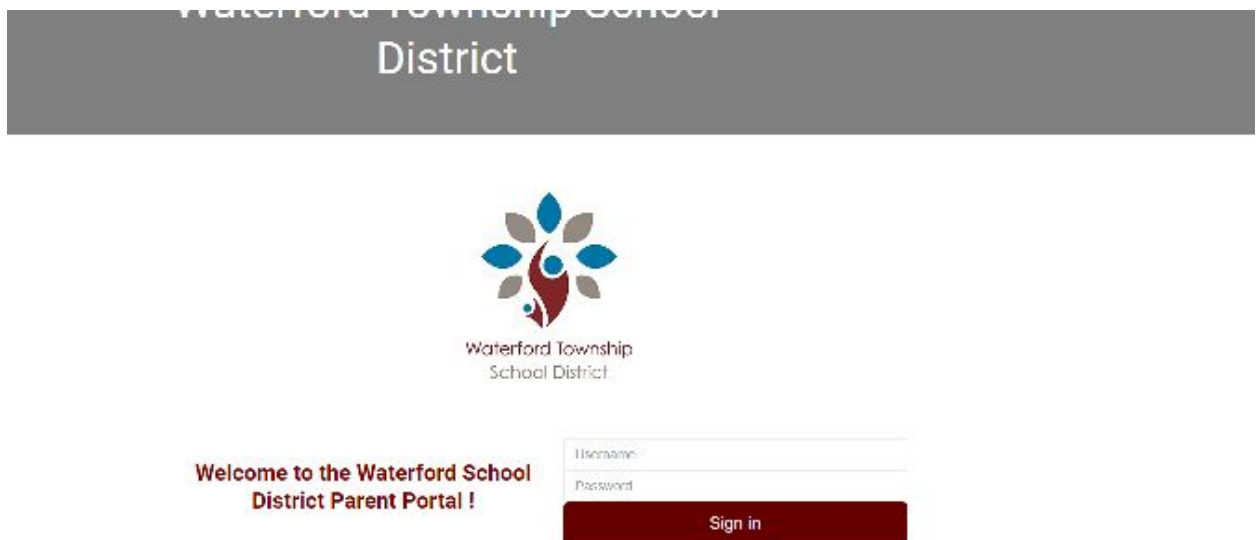
Directions for logging into Realtime *and* viewing Report Cards:

Go to wtsd.org.

Click on the Parent Portal Link:

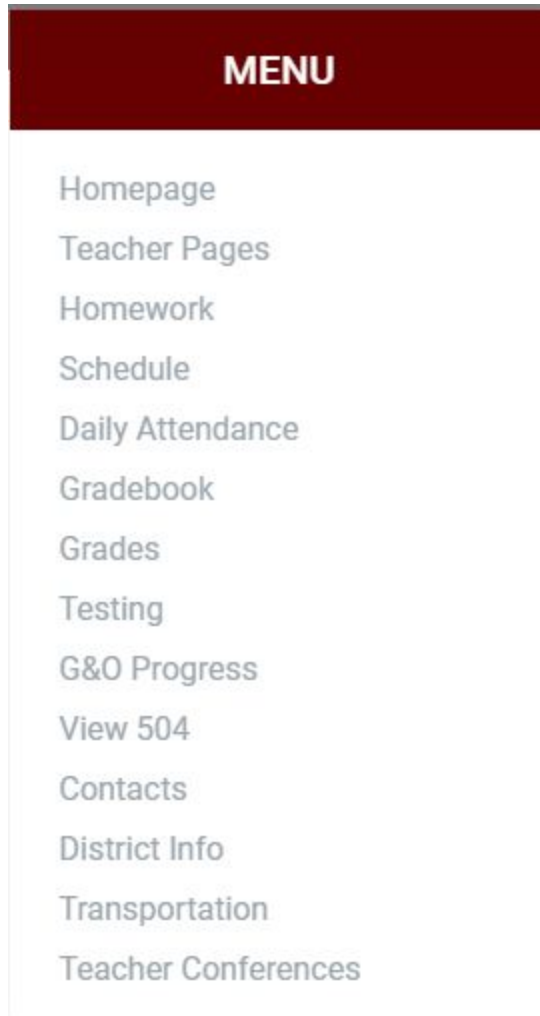


On the Portal home page, you will need your username and password. If you don't know this information please contact Mrs. Scola at escola@wtsd.org.



Directions continued on the next page...

Once you are logged in, you will see a menu on the left:



Directions continued on the next page...

From this menu, choose "Grades." This will bring up the report cards. You can choose "MP 2" to view the second marking period grades.

(NOTE: This will not be available until grades are posted on 3/24/20).

| GRADES | | 2019-2020 | | | |
|---|---------|-------------------------------------|-----|-----|----|
| Title | Teacher | MP1 | MP2 | MP3 | FG |
| I acknowledge viewing this report card. | | <input checked="" type="checkbox"/> | | | |

**Please check the box that says
"I acknowledge viewing this report grade."**

**If you have a Special Education Student, also check and
acknowledge the "G&O Progress" tab on the menu.**

This will send us a report verifying that you accessed your child's grades. (Note: this example is a 5th grade student. Other grade levels may look slightly different, but all will have the acknowledgement.)

Questions? Contact Mrs. Scola escola@wtsd.org.