

Dear Parents,

As we enter 2010, the ACS staff is looking to improve our service to you by making positive changes wherever possible. Currently we are **focusing on how best to improve our**

communication to you, our parents, as well as to our entire school family and local community. Therefore, we are addressing the ACS website and RenWeb, two of our primary communication tools.



After much hard work, we are excited to announce that **our new and improved website will be ready to launch at the end of January!** We'll notify you of the official date soon. The new site is simple to navigate, loaded with useful information, cleanly designed with important links at your fingertips and, maybe best of all, a beautiful representation of the faces that make up the ACS family!

In regards to RenWeb, we realize that our communication is only as effective as our database is correct. The RenWeb system has the potential to be a highly valuable resource for us, but this database of student and family information needs to be more complete.

As part of the re-enrollment process, we will be updating RenWeb family files. We have discovered that **your updating some of this information from home is a much simpler process** than our updating it from our school system AND the more information you enter, the smoother (and quicker!) your re-enrollment process will be! There will still be some information that we have to enter for you, (i.e. Parent Alert preferences so you get those snow day calls on time!☺) but it should be minimal.

So we're asking you to **jump online and update your RenWeb Family Demographic Form** when you have a few spare minutes! **Detailed directions are attached so that you can print and follow them step by step.**

Thank you in advance for your help to make this improved communication a reality! If you have any questions, please don't hesitate to contact me at amy.fratturo@aurorachristian.org.

Serving Him,
Amy Fratturo
Administrative Assistant to the Principal
Aurora Christian School

RenWeb Demographic Form Instructions

1. Login to RenWeb from the ACS website or RenWeb.com
2. Look for "School Information" on the left side of the page
3. Click "Web Forms"
4. Click "Family Demographic Form"
5. Click on each "Enrolled Student Information" box and complete.
Please note that the information requested on this page is student specific. For example, "cell phone" and "email" should be the student's cell number and the student's personal email address if they have one. **Please note that baptismal information is not needed and will not save.**
6. Click "SAVE" after entering all student information.
7. Click "Return to main form" and repeat steps above for each enrolled student.

After finishing student records, please review each of the following and complete:

"Custodial Parent Form"

Please remember to enter as much information as possible.

Be sure to complete the "Preferences" section so that you are automatically notified of your student's progress throughout the school year!

"Emergency Contacts"

Be sure to include correct phone numbers for your designated contacts to ensure proper notification in case the custodial parent is not able to be reached.

"Grandparents"

If you have not entered your grandparent info, please do so! At our recent Grandparent event, many of them said that they would love to be better informed on school events and this information would help us do just that!

REMEMBER TO CLICK "SAVE" AFTER COMPLETING EACH FORM