



*Needham Public Schools*  
*Office of the Superintendent*

*1330 Highland Avenue, Needham, MA 02492*

*Telephone 781-455-0400, extension 203*

*A community and school partnership that • creates excited learners • demands excellence • fosters integrity.*

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September 13, 2007

Dear Parents and Guardians:

The Needham Public Schools has successfully implemented an electronic student information system called PowerSchool.

PowerSchool allows parents and students to access student information on the web:

- In grades 6-12, students and parents may view and track online student data, including attendance, schedules, and grades.
- In grades K-12, students and parents may view and track student demographic information and student attendance.

In order for the information in PowerSchool to be accurate, this year, for the first time, parents are asked to go online and make corrections and/or additions to your child's demographic and emergency contact information. The schools will no longer send home multiple sheets or forms for you to fill out. Parents, using a username/password, will access this information and enter whatever updates and corrections are necessary.

In order for your child's school to have the most up to date emergency contact information, you will need to go online and review the current information and amend as necessary by Friday, October 5, 2007. After that date, you will be able to amend or change any demographic information as appropriate.

To access your child's information, please use **[powerschool.needham.k12.ma.us/public](http://powerschool.needham.k12.ma.us/public)** as the URL in your browser and the following:

Your username is:

Your password is:

It is important that you not share your password with your student. It is your responsibility to protect the security of your username and password. Please review the "Guidelines for Acceptable Use of PowerSchool" printed on the back of this letter.

We look forward to a successful rollout of student and parent access. We would also like to hear about your experiences using PowerSchool and particularly whether or not you find it helpful in supporting your child's learning. Please direct any additional questions to Linda Conneely, Director of Technology, 781-455-0471 or email [Linda\\_Conneely@needham.k12.ma.us](mailto:Linda_Conneely@needham.k12.ma.us).

Sincerely,

*Daniel E. Gutekanst*

Daniel E. Gutekanst, Ed.D.  
Superintendent of Schools