



We would appreciate if you could take some time to log-on to the Millwood School website and check your family profile information. The information on the other side of this paper is what we currently have and if there are any changes, we would appreciate if you could **make these online and return this form with the corrections** noted so we can make sure all records are updated.

We would appreciate if you could add the following:

- Emergency contacts
- Wireless phone numbers

You can add cc e-mails so that e-mails come to you at work as well as home if appropriate.

The only information that will be displayed to other parents is the details which appear in the directory so no wireless phone/ emergency/ work/ cc email/ education/ photo etc. This information is only available to the administrators of the school and is useful for us to have. Your students are encouraged to add an e-mail address of their own if they are in middle or upper school to allow teachers/ coaches to contact them if appropriate. Again this is not shared publicly. You have access to your child's profile to make updates. For younger students, you can add your e-mail address.

**If you have not signed on before** your username should be FirstnameLastname e.g. SallySmith (if this does not work, try all lower case)

The password is set to your home zipcode, but you will be asked to change this as soon as you log on for the first time. If you have changed it previously and cannot remember what it is, you can request it be sent to you by e-mail. If this still does not work, contact [webmaster@millwoodschoo.org](mailto:webmaster@millwoodschoo.org) and a temporary password will be set for you.

Students can also log on, their username is FirstnameLastnamegrad year, eg SallySmith 2011

Some students will have different grad years even though they are in the same class, if they joined Millwood in the last two years. You can check your student's login name by looking at their profile. Again, their password is their home zipcode unless they have changed it. If they do not have an e-mail address, they will be unable to request it to be sent to them. In this case, contact [webmaster@millwoodschoo.org](mailto:webmaster@millwoodschoo.org) and a temporary one will be set.

**\*\*\*If you are unable to access the website or receive e-mails, please let us know as soon as possible to allow us to send hard copies of the "Back to School" pack to you.\*\*\***

Any questions contact [webmaster@millwoodschoo.org](mailto:webmaster@millwoodschoo.org) or call school on 804-639-3200

**Thank you for your support in our move towards going "Paperless" in the new school year.**

July 2011