

Dear Parents,

As some of you are aware, we rolled out a new web solution – SchoolSpeak - for school communication last year to our middle school families. SchoolSpeak is a web portal designed to serve our school Community. This is a private web site accessible only to parents and teachers of our school. You will need a user name and password to access this system. The system is used to facilitate communication between you and the school, including announcements, teacher messages, newsletters, forms, calendars, lunch menus and your child's grades. In lieu of sending out the family directory, SchoolSpeak is where family contact information will be found.

Parents of middle school students used the system last year. All families, preschool through 8th grade, have been added to SchoolSpeak. Look for a welcome email from SchoolSpeak to arrive soon. If you don't receive an email by August 22nd, please check your junk/spam mail folder for an email containing SchoolSpeak in the subject line. If the welcome email is still not found please contact the school office.

We will use your email on file for registering with SchoolSpeak. If your email has changed, or if you would like to update your email, please contact the office.

Once you receive your welcome email, please complete the following steps.

- Login in to the site with your user name and password.
- You will need to accept terms and conditions and privacy policy.
- Please review your profile and that of each of your children. Make sure that all information is correct and add any information that is missing. You can access your profile by clicking the profile link on the top of the page. On your profile page you can also select what information you would like to remain private and what can be shared with the community (email, address and phone number).
- If there are corrections or additions, please use the contact link on the top of SchoolSpeak page to send a detailed message to the SchoolSpeak administrator.
- Change your password to something you can remember. Click 'Change Password' link on the top of the page to access the password change page. (Please do not share your password with anyone including your children.)

Once your SchoolSpeak account is setup you will be able to place your September hot lunch order.

If you have any questions or need help, please contact me at 503-774-5533 or jfrangipani@stignatiusschool.org.

Thank you,

Julie Frangipani