Dear Parents,

Holy Rosary Academy is making the move from PowerSchool to Ren Web for our student information system. As a result, the registration process this year will be different than in previous years. **Before you come to registration on June 2 (4:00-7:00 p.m.),** please follow the steps on the back of this page to create your account in Ren Web. After creating your account, please log in to Ren Web and update your information. Although our Power School data was converted for us by Ren Web, some of the information is outdated or incorrect, so it is very important for you to complete this task. The e-mail address(es) that are in RenWeb are listed on the sticker on your envelope. Please let me know if none of the e-mail addresses on your envelope is valid and I can correct that for you. Each parent can create his/her own login for their child(ren) using the e-mail address associated with that parent in Ren Web, but only one valid e-mail address is initially necessary. The parent that is completing this task can add additional e-mail addresses, if needed. If you have a Comcast e-mail account, you will need to add @RenWeb.com to your safe sender list. **Changes that you make to your information will not be immediately visible in Ren Web.** The system will require some time to update the information.

**Steps to update web forms:**
- Click on Family Information
- Select Web Forms; Family Demographic Form
- Click on each form, update the form, and click Save
- Click Return to Main Form to go on to the next form.

**Please update all forms:**
- Student Demographic Form
- Student Medical Form
- All Custodial Parent Forms
- Emergency Contacts- This will take the place of the green Emergency Contact sheet. Please add everyone that is authorized to pick up your child from school or Escape.
- Grandparents

Please also take a moment to look at the Preferences tab and make sure you agree with the information that will be shared with all Holy Rosary families in the family directory. The family directory will now be available in Ren Web and will not be printed. If you would like certain information blocked from the directory, please let Beth Wood know right away at woodb@holyrosary.edu.

Thank you! Please make a note (in a safe place) of your user name and password for Ren Web. You will use this to keep track of your child’s grades, attendance, and conduct throughout the year, as well as for access to the family directory and school calendar. If you have trouble completing this task, the computer lab will be open on registration day and I will be available to help.

Sincerely,

Amanda Kreh
Technology Coordinator