

[school letterhead]

September 20, 2010

Your student's name: ____

Your student's ID number is:

Dear Parents/Guardians,

We are asking for your help in verifying information that we have for your student as well as helping you create a password that will allow you to check student grades. The office currently has a password for your student. These have been distributed at the carnival and at Student-led Conferences. However, you have the ability to change this password.

We use a database supported by the Utah State Office of Education called SIS (Student Information System). In the past, SIS password information was created by the state and given to parents/guardians by the school. We gave this information to students for them to carry home to the parent. Sometimes this information never reached the parent, and we think this new system of allowing parents to create their own account and access their student's information at any time will be a much better system.

Parents/guardians are able to update and verify student contact information such as addresses, phone numbers, race/ethnicity, and emergency contacts. This will help the school to have complete and updated information. Detailed instructions are available through the SIS link on the school website. We appreciate your willingness to take the time to go through this process! Please print the following instructions and keep them somewhere handy.

We strongly encourage each parent/guardian to create and SIS account immediately and to:

1. Log in to their students' record(s).
2. Select the Update Student Contact Information link and update information as needed.
3. Select the Verify link to let us know that the information is correct.

How to Create an SIS Account and Login

This link can walk you through how to setup your own account on SIS. Please use Internet Explorer to open the link:

<http://stream.schools.utah.gov/videoarchive/computerservices/SIShelp-Create an Account.swf>

After watching this short training video, go to the school's website: <https://hawthorn.usoe-dcs.org/Login/> and follow the instructions from the training video.

You will be asked to create a username and password for your individual login. You do not need a login for each student, one login should give you access to each student in your household. If a student is missing or a guardian is missing, please contact the school office.

The office currently has a password for your student. These have been distributed at the carnival and at Student-led Conferences. However, you have the ability to change this password.

Other Training Videos on this new system are linked below and are also available on our website. All links should be opened in Internet Explorer. Please take the time to watch these videos prior to clicking "Verify". The videos are approximately 2 minutes each and walk you through the process step-by-step.

Editing Emergency Contacts: http://stream.schools.utah.gov/videoarchive/computerservices/SIShelp-Editing_Emergency_Info.swf

1. Editing parent Info:
http://stream.schools.utah.gov/videoarchive/computerservices/SIShelp-Editing_Parent_Info.swf
2. Editing Student Info:
http://stream.schools.utah.gov/videoarchive/computerservices/SIShelp-Editing_Student_Info.swf
3. Editing Student Info (Main):
http://stream.schools.utah.gov/videoarchive/computerservices/SIShelp-Editing_Student_Info_Main_1.swf
4. Verify Information (Important Last Step):
http://stream.schools.utah.gov/videoarchive/computerservices/SIShelp-Verify_Info.swf

Additionally, there are new federal requirements for collecting and reporting race and ethnicity data. There are now TWO questions the federal government has asked to be answered for every student. *These are described in more detail below.*

In order for these new guidelines to best reflect the identities of our communities, it is important to understand the way the new categories work. Please be thoughtful about the most accurate way to report your child's identity when choosing the appropriate categories.

What are the new categories?

➤ **Question #1: ETHNICITY**

- Non-Hispanic
- Hispanic - *All persons of Hispanic, Latino or Spanish origin – descended from Central or South American, Mexican, Cuban, Puerto Rican, Dominican, or other Spanish culture or origin, regardless of race should answer Hispanic or Latino.*

All persons are also asked to answer Question #2 even if they answered Hispanic or Latino to Question #1.

➤ **Question #2: RACE**

Select at least one of the following racial categories on your student's form. All persons who choose more than one category will be reported as multiracial.

- American Indian – *U.S. or Latin America and Canada: a person having origins in any of the indigenous peoples of the continental United States, Alaska, Canada, Mexico, Central American, South America, or the Caribbean.*
- Asian - *A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent.*
- Black - *A person having origins in any of the original peoples of the Black racial groups of Africa.*
- Pacific Islander - *A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.*
- White - *A person having origins in any of the original peoples of Europe, the Middle East or North Africa.*

What are the major changes?

- **Race and Ethnicity Information Required:** All students should answer both Question #1 and Question #2. A “declined to report” response is no longer allowed by federal reporting requirements.
- **Latino/Hispanic Students:** One of the major changes is the recognition that members of Hispanic/Latino populations can be of different races. Individuals may identify as Hispanic and White, or Latino and Central American Indian, or Hispanic and Black and Pacific Islander, or any other combination. The federal government considers “Hispanic/Latino” to be an ethnicity, not a race; this is why Hispanic/Latino is not listed as a race identification category. If you answer in the affirmative to Question #1, you will be counted as Hispanic/Latino.
- **Multiracial Students:** You may have noticed that there is no “multiracial” category you can select. The new categories allow individuals to self-identify with more than one racial or ethnic category. Everyone who chooses more than one race in Question #2 will be reported as multiracial in our data systems.