April 10, 2020

**Report Card Distribution: 3rd Marking Period**

Parents and Guardians of the Canton Area School District:

The purpose of this correspondence is to provide you with an update on how the district intends to move forward with report card distribution for the 3rd marking period. I will provide you with guidance below based on each building, and I will also include some districtwide guidance.

**Districtwide Guidance:**

1. When the district ended school (March 13), we had approximately 7 days of school left in the 3rd marking period.
2. Because we were so close to the end of the marking period, administratively, we made the decision to close the third marking period grade book at that time. Students were not negatively impacted by incomplete assignments. The gradebooks were essentially “frozen” at that point.
3. There has not been a determination, as of today, on how we will move forward with the 4th quarter grading. This is a very fluid topic based on the statewide intentions for school closure for the remainder of the year.

**Elementary School Report Cards:**

1. All paper report cards for the third nine weeks will be mailed at a later date.
2. Parents in Grades 3rd -6th can check their student’s grades next week in the Parent Portal.
3. If you have not registered in the parent portal, directions are listed at the end of this letter.

**High School Report Cards:**

1. Due to the difficulties that we are all facing with regard to the current pandemic, report cards for the 3rd marking period will be available only via our Parent Portal. We encourage you to utilize this resource not only now but also in the future as it provides an instant and accurate description of your student’s academic performance.
2. If you have not registered in the parent portal, directions are listed at the end of this letter.

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Below are the step-by-step instructions to register in our Parent Portal. If you have already registered, you will not be able to register again and may simply log-in.

**Instructions to access the Parent Portal:**

1. Go to our website: [www.canton.k12.pa.us](http://www.canton.k12.pa.us/)
2. Hover over the “**Parents”** heading on the right-hand side of the website
3. Click the **“Parent Portal”** button at the bottom of the list. The parent portal log-in page will now open. If you have previously registered, enter your log-in credentials that you chose, and you will be able to get into the system. If you have forgotten your password, click the **“forgot password”** button.
4. If creating an account for the first time, click on “**Parent Portal Registration”**
5. Complete **ALL** account information and then click “**Create Account Information”** at the bottom right of the screen.
6. Complete **ALL** personal information and then click **“Create Personal Information”** at the bottom right of the screen.
7. Complete **ALL** student information – Type **“Canton ASD”** as the district. You will also need your student’s ID # (it is their lunch ID), choose which school they attend, and their grade level. You can add multiple students by clicking the **“Add Student to the Above List”** button. Once you have entered all student information, click the **“Finish Registration”** button at the bottom right of the screen.
8. Your request will be sent to the school for approval. You will also be sent an email confirming your registration.

If you do not have access to the Internet, please use a smartphone or a similar device to email [Questions@canton.k12.pa.us](mailto:Questions@canton.k12.pa.us).

We appreciate your understanding and look forward to returning to school when safe to do so. Stay healthy, stay positive and stay together.

Yours in Education,

Eric Briggs

Eric Briggs, D.Ed.

Superintendent of Schools

Canton Area School District