

PARENT INFORMATION GUIDE

Immanuel Christian School

Most items are available on the ICS website (www.icsva.org) as PDF documents under Parents/Resource Documents or on ParentsWeb under School Information/Resource Documents. Hard copies (HC) are available in the office if requested.

<i>Section</i>	<i>Topic</i>	<i>Format/Location</i>
CALENDARS	Annual Calendar	Website (Can synchronize with Outlook) & ParentsWeb
	Inclement Weather Schedule	Website & ParentsWeb
DIRECTORIES	Class Lists	ParentsWeb
	Student & Parent Directory	ParentsWeb
	Faculty & Staff Directory	Website/Parents & ParentsWeb
	Board Member, PTF Directory	Website/Resource Documents
	Zip Code List	ParentsWeb
FACULTY & STAFF	Faculty Profiles	Website
	Faculty Team List	Website
HANDBOOK	Parent-Student Handbook	Website & ParentsWeb
PARENT INVOLVEMENT	Parent Service Opportunities	Website, Teacher, Service Parents
	Record Service Hours	ParentsWeb/Family <small>Click on adult name</small>
FEES, SUPPLIES & MAPS	Tuition & Fee Schedule	Website/Admissions
	Activity Fee Schedule	Website/Resource Documents
	Carpool Map & Policy	Website/Resource Documents
	Campus Map	Website/Resource Documents
	Supply List	Website/Resource Docs & ParentsWeb
	Insurance Coverage	Website/Resource Documents
MISSION & GOALS	Mission Statement	Website/About Us
	Foundational Statements	Website/About Us
NEWS & INFORMATION	ICS Website: www.icsva.org	See Online Resource Guide
	Essentials Weekly Announcements	E-Mail, ICS Website, ParentsWeb
	Class Newsletters & Handouts	HC, E-Mail & Teacher Websites
	Sign up for/Update E-Mail Notification	Website
	Teacher Websites and "The Bridge" -Websites for Instructional Resources www.icsteachers.com	Website/Parents (left side)
	Parent Alert Notifications	ParentsWeb/Webform
	The Pathfinder Newsletter	HC & ICS Website
MISCELLANEOUS	School Directions for Athletic Games	ICS Website
	Dispensing Medication Forms	Website & ParentsWeb
	Uniform Information	Website & ParentsWeb
	Bonus Verses incl. Family Devotions	Website/Parents and Student Life

Online Resource Guide

Immanuel Christian School

This is your guide to resources available at several locations on the internet. They can all be accessed from our school website. Contents includes:

- ◆ ICS Website Home Page Highlights
- ◆ ParentsWeb Front Page Highlights

Quick Reference to Links from ICS Website/Parents- www.icsva.org

Parents Web - School ID: **ics-va** –Create an account to select Username & Password
Teacher Web Pages and The Bridge - www.ics.teachers.com

ICS Website Home Page Highlights - www.icsva.org

The **ICS Webpage** offers a number of resources through the **Parents** link at the top right. Take some time to review each feature on this page for future reference. The **calendar** will also be helpful for planning purposes and can be downloaded to Outlook or your smart phone

The screenshot shows the website's navigation menu and a dropdown menu for the 'Parents' link. A pink arrow points to the 'Parents' link in the top navigation bar. A green arrow points to the 'Calendar' link in the dropdown menu. Another green arrow points to the 'Calendar' link in the bottom navigation bar. The website features a large image of a smiling young girl and the slogan 'Inspiring Purposeful Lives'. A search bar is located in the top right corner. The bottom of the page has a yellow banner with the text 'Welcome to Immanuel Christian School!' and a blue banner with the text 'Interested in ICS? Schedule a tour to see our school, view curriculum and observe classes in action. Contact us now to make an appointment!'.

Parents Page from ICS Website

Important Links for Classroom Info

Important Links for Parents

Resource Documents: Forms and General Information

Calendar: link to events calendar

Essentials E-Newsletter: Same as Email Newsletter, sent biweekly.

Publications and Prayer Guide: Annual Newsletter, ICS Prayer Guide every 3 weeks

ParentsWeb: Link to Parent Portal of school database

Annual Bonus Verse: Mr. Danish's Bonus Verses and study guides

Facebook: Follow daily events

Email Registration for Alerts: Anyone can sign up for email notices such as the Essentials & Pathfinder Newsletters as well as other event notices

Hot Lunch: Register for Hot Lunch here in Sept. and Jan.

FACTS: Register for Tuition Payments or check your account

Emergency Announcements: Inclement Weather Policy

Parent Service Opportunities: Suggestions for service and points of contact

ParentsWeb for Immanuel Christian School

RenWeb School Management Software gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success—all via the internet? RenWeb's **ParentsWeb** is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting their children's information from others. You can see your child's grades, attendance homework (6th-8th) as well as other useful school information. You can communicate with teachers and other school staff online whenever necessary. All you need is an internet-capable computer.

ParentsWeb Front Page Highlights

ParentsWeb offers you a number of resources which are linked to your family through the database. It is only available to parents of current students. Once you have logged onto ParentsWeb using the QuickLink on the ICS Website you will see the screen below. See explanations of each feature.

Contact the school Office for questions at 703-941-1220.

The screenshot shows the ParentsWeb interface with the following elements:

- Header:** IMMANUEL CHRISTIAN SCHOOL logo and the tagline "Inspiring Purposeful Lives".
- Navigation:** "Welcome Back:" with a "Logout" button, and a "School Information" menu with sub-items: School Home, Directory, Classes, Resource Documents, and Web Forms.
- Content:** "School Announcements and Calendar" section with "Announcements" including "NOTICE TO MIDDLE SCHOOL PARENTS" and "WELCOME TO PARENTSWEB".
- Bottom:** "Student Information" and "Family Information" tabs, a "Latest NEWSLETTER" banner, and a "Tour the NEW ParentsWeb" banner.

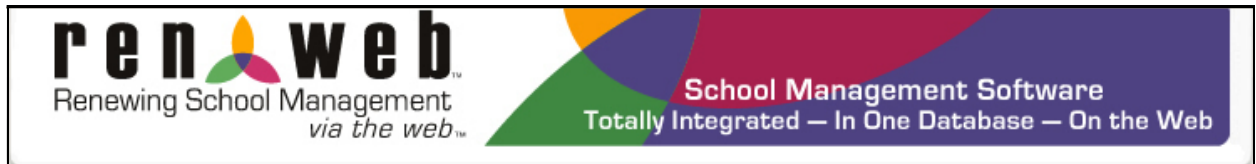
Callouts from the screenshot point to the following feature descriptions:

School Home	General information, announcements and Calendar.
Directory-Family & Staff	Directories by student (by grade) and by parent. Addresses, Home Phone Numbers and links for E-mail addresses for parents are available here by clicking on a record
Resource Documents	ICS Essentials and documents available. Latest Essentials also available in button on the bottom left.
Web Forms	Online forms used for gathering information like UPDATING CONTACT INFORMATION, Hot Lunch Registration, Spirit Wear orders, Re-enrollment, etc.
Student Home	This is a list of your child's classes and teachers. Homework assignments and attendance for 6th-8 th ..
Family Home	Review your family profile and contact information, enter PARENT SERVICE HOURS on 2 nd tab, and find Webforms here also.
Change Password	You can change your password here.

View Video on new ParentsWeb features here.

Accessing ParentsWeb

Immanuel Christian School



To log in and access the parent information, follow the steps outlined below:

Get A Password:

- Go to the ICS website (www.icsva.org)
- Click on the **Parents** link at the top. Use the gold ParentsWeb link on the right or the link in the 5th box (or enter the address www.renweb.com and select the Login tab on the right.)
- New Parents need to **Create a New ParentsWeb Account**
- Enter 1. School ID: ics-va
2. Create a Username.
- Your password will now be sent to the email address you provided us.

This screenshot shows the top portion of the RenWeb website. The header includes the RenWeb logo and navigation links: HOME, WHY RENWEB?, DEMOS, TESTIMONIALS, THE COMPETITION, NEWS, and SUPPORT. Below the header is a "FACULTYWEB LOGIN" section with a "PARENTSWEB LOGIN" tab. The main content area is titled "RenWeb ParentsWeb Login" and contains a form with fields for "District Code" (pre-filled with "ics-va"), "User Name", and "Password (case-sensitive)". There is a "Forgot Password?" link and three radio buttons for "Parent", "Student", and "Staff". A "Login" button and a "Create New ParentsWeb Account" button are at the bottom. A "Notice" section below the buttons states: "RenWeb has implemented a new user name/password security authentication system. All users have had their user name initially set to their email address. Passwords have not changed." Arrows from the text instructions point to the "Create New ParentsWeb Account" button and the "Notice" section.

To Log On to ParentsWeb:

- Once you receive your password, return to the ParentsWeb Login. Enter the Username and your password.
- Select "Parent" button.
- Click on "Login".

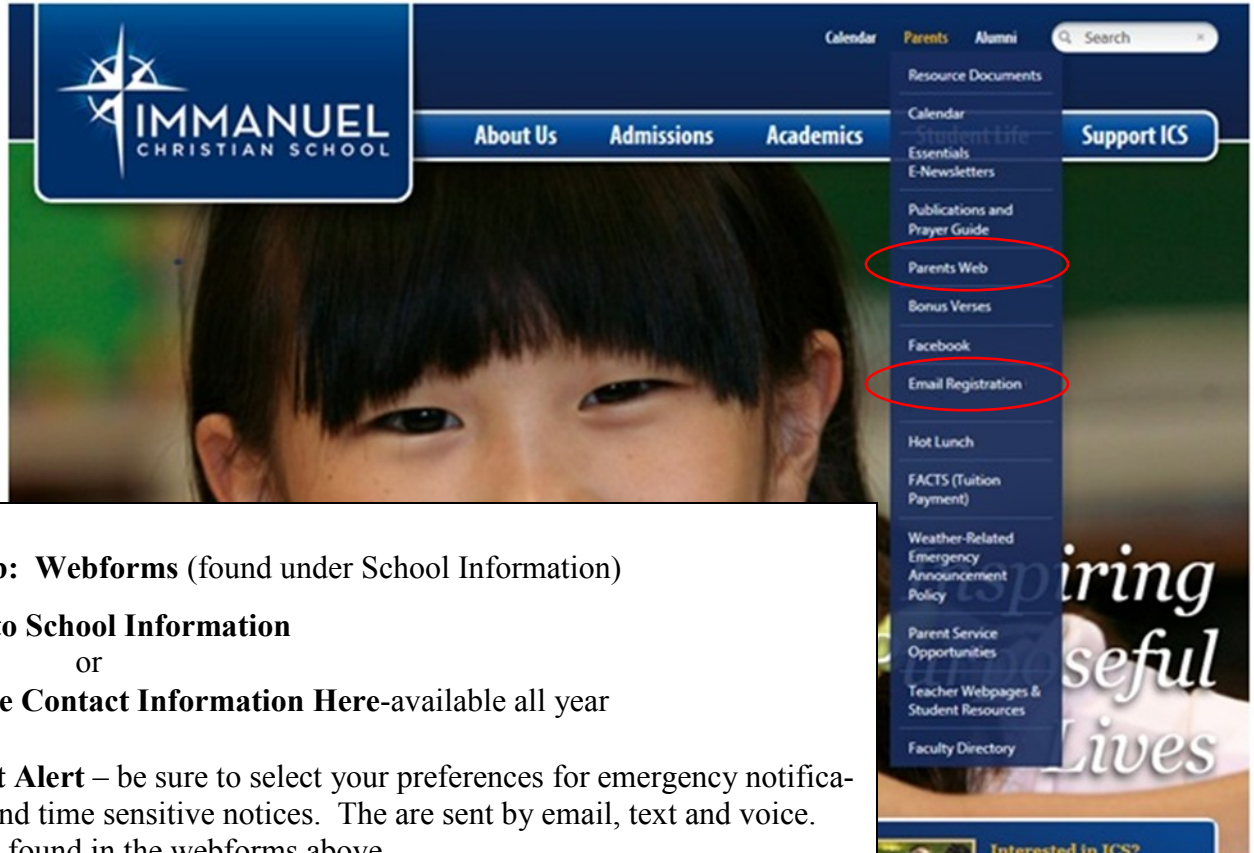
This screenshot shows the same "RenWeb ParentsWeb Login" page as above. The "District Code" field is now filled with "ICS-VA". The "User Name" and "Email" fields are empty. The "Login" and "Create Account" buttons are visible at the bottom. An arrow from the text instructions points to the "Email" field.

Welcome to ParentsWeb

- See ParentsWeb Front Page Highlights on the previous page for more information and even a video overview.

- Please do not give your Password information to your child. The ParentsWeb portal is intended to be a tool for parents only at this time.
- We anticipate using ParentsWeb in other ways in the future.
- Contact the school office (703-941-1220) if you have any problems or questions.

You can manage your own contact information:



Parents Web: Webforms (found under School Information)

- ◆ **Back to School Information**
or
- ◆ **Update Contact Information Here**-available all year
- ◆ **Parent Alert** – be sure to select your preferences for emergency notifications and time sensitive notices. They are sent by email, text and voice. This is found in the webforms above.
- ◆ **Email Alerts:** We use this for several forms of communication and automatically add the email addresses you have provided when enrolling. You can modify your profile any time by entering your email address. For instance you may only want to receive the Essentials at home and work but only the Prayer Guide at home. You can also delete an old email address or add a new one.
Grandparents or other interested parties can also sign up to receive any of these communications.

IMMANUEL CHRISTIAN SCHOOL

Update Your Immanuel Christian School Profile

Your email address: dcamahan@cox.net [Update]

Your Mailing Lists

Everyone who enters their email will automatically receive our bi-weekly Parent Newsletter (Essentials). Please select other areas of interest for which you would like to receive occasional email from us. Please note, you must select at least one category in order to receive any email.

Unsubscribe me from ALL mailings.
 I wish to continue receiving occasional mailings based on my interests.

Select only the interests for which you DO want to receive occasional emails.

ICS Essentials (a bi-weekly newsletter for parents)
 Prayer Guide
 The Pathfinder (an annual publication for parents, friends and alumni)

Preferred email format ®

HTML Text

Your Information

Please provide your information here. Items marked with an * require a response for signup.

* First Name:
* Last Name:
US State/CA Province:
Other State/Province: