



## **THE NORWICH CITY SCHOOL DISTRICT**

Gerard O'Sullivan, Superintendent

Peter Somich, Director

Technology & Information Services Office  
19 Eaton Avenue, 4<sup>th</sup> Floor, Norwich NY 13815  
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September 2006

Dear Parent/Guardian,

At the start of the 2005-2006 school year Norwich City School District began using a web-based student management system that includes a grading and an attendance piece. This program is known as eSchool Plus. This system helps teachers and school officials streamline the way information is gathered and shared. In an effort to better serve you as we strive for excellence for our students we would like to help you with viewing your student's school information. This will include their daily class attendance, assignment grades, five week and report card grades, registration information and weekly teacher assignments.

Enclosed is a home access form for you to complete. Please do so using the following instructions:

1. Create a parental User ID by using the head of the household's first initial and the first 7 letters of the last name.  
(examples: James McKnight – user id: jmcknigh or Joyce Williams – user id: jwilliam or Mabel Law – user id: mlaw123)
2. Establish a password of at least 8 characters that you can easily remember.  
For example: flame087
3. Send the parent access form back to:  
**Norwich City School District**  
**Director of Technology & Information Services**  
**19 Eaton Avenue**  
**Norwich, New York 13815.**
4. To access the parent information, you can go to our school District web site ([www.norwichcityschooldistrict.com](http://www.norwichcityschooldistrict.com)) Click on the "Home Access" link, select the district - "Norwich City School District". This will bring you to our home access center.
5. Enter your User ID and password.

If you have any questions please feel free to contact the Director of Technology & Information Services at 607-334-1600, ext. 5423.

Sincerely,

Peter J. Somich  
Director of Technology & Information Services

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