

PUPILPATH GUIDE FOR PARENTS<====>EAST-WESTSCHOOL

WHAT IS PUPILPATH?

PupilPath is a student information system for parents and students. PupilPath allows parents and students to view important student and school information such as student attendance records, class schedule, assignment due dates and grades, graduation eligibility, school announcements, and more. This is a convenient tool for both parents and students to keep up with class work and student performance.

NEW TO PUPILPATH

First, you must register on PupilPath. You will be receiving or have already received a PupilPath invitation. This letter will provide you with your student's OSIS (ID) number and the registration code you need in order to sign up. If you have not received your invitation letter, or have lost your letter, please contact Sue Hu, Parent Coordinator.

REGISTRATION

Make sure you have your invitation letter nearby when you register. You'll need information from the invitation to complete the registration process.

To register for PupilPath, you'll need to:

- (1) Go to www.pupilpath.com.
- (2) Click "Parents Register."
- (3) Enter your e-mail address (not optional).
- (4) Select your Prefix (Mr. Mrs., etc.), then enter your First Name and Last Name.
- (5) Choose 25Q281- East-West School of International Studies from the Drop Down menu.
- (6) Enter your child's 9-digit student OSIS Number in the Student ID field. Your child's OSIS number is located on the PupilPath letter provided to you.
- (7) Select your child's Birthday by clicking in the Date of Birth field and choosing the appropriate date from the calendar that appears. You may also type in the birthday as MM/DD/YYYY.
- (8) Enter your Registration Code. Your Registration Code is located on the PupilPath letter provided to you.
- (9) Click "Register."

You will receive an Email with your password and a link to activate your account. Please keep this Email in case you forget your password.

PUPILPATH HOME PAGE

Once you register and login, you will see the Home Page. From here, you can click on any Main Tab or Shortcut to view information on your child. Below you will find a description of the key information you can access in each Tab or Shortcut.

CLASS SCHEDULE

This displays your child's current schedule and teachers.

ASSIGNMENTS TAB

This tab displays your child's assignments and grades on those assignments. Choose from the All Assignments view, the Upcoming Assignments view and the Graded Assignments view.

GRADES TAB

This tab displays your grades, past and present. Choose from Class Performance view, Report Card view, Transcript view, or Exam view.

ATTENDANCE TAB This tab displays your child's Daily attendance history as well as Class attendance for any class where the teacher is using the online attendance function.

CALENDAR TAB

This tab displays the master School Calendar as well as your child's Course Calendar, which includes the due dates for all your child's upcoming assignments.

PROGRESS TAB

This tab compares your child's earned credits and Regents passage against the New York State Graduation requirements.