# class parent contacts

**Monica Hettenhausen** <mhettenhausen@pacificesd.org>                    Fri, Aug 4, 2023 at 11:43 AM
Reply-To: classroom_teachers@pacificesd.org
To: classroom_teachers@pacificesd.org

When you get to the homescreen, find the 3 lines next to the class. Click on the lines.

| Class | Room | |
|---|---|---|
| Grade 4 (Grade4-A) | ≡ | |
| Independent Study 4 (Grade4-IS) | ≡ | |

Then you'll see an option for "More Class Reports". Click.

| Class | Room | Period | St |
|---|---|---|---|
| Grade 4 (Grade4-A) | ≡ | Day | |
| Independent Study 4 (Grade4-IS) | | | |

✉ Send Message to all Students in class...
✉ Send Message to all Student's Parents...
🖨 Class Roster Report...
🖨 More Class Reports...
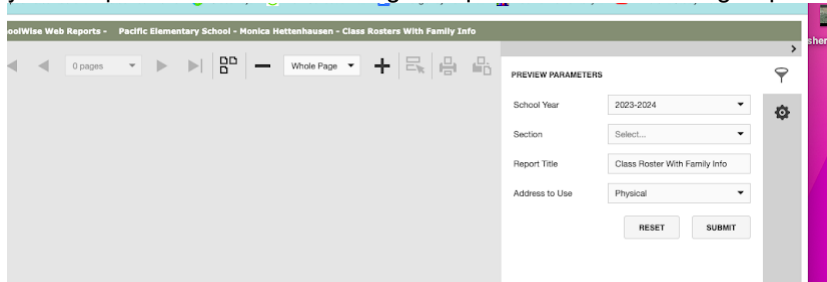
Find the Roster Reports.

Choose a report and then cl...

| View Report | Help |
|---|---|

| Report Description |
|---|
| ⊞ Standards Based Grading Reports |
| ⊞ Attendance Reports |
| ⊞ Letter Grading Reports |
| ⊞ Meal Cafeteria Counts |
| ⊞ Roster Reports |

After that you get an option for "Class roster with family info."

⊕ Attendance Reports

⊕ Letter Grading Reports

⊕ Meal Cafeteria Counts

⊟ Roster Reports

— Class Rosters With Attendance

— Class Rosters With Check boxes

— Class Rosters With Extended Family/Contacts

— Class Rosters With Family Info

— Class Rosters With Marking Period Attendance Totals

Now you'll have a screen that wants you to fill in the parameters. Once you do, hit submit. The report will come up and you can print. You'll have to change the parameters for the IS group and follow the same steps to print.

| | |
|---|---|
| ...olWise Web Reports - Pacific Elementary School - Monica Hettenhausen - Class Rosters With Family Info | |

PREVIEW PARAMETERS

| School Year | 2023-2024 ▼ |
|---|---|
| Section | Select... ▼ |
| Report Title | Class Roster With Family Info |
| Address to Use | Physical ▼ |

RESET     SUBMIT

On Fri, Aug 4, 2023 at 11:35 AM Ariana Mindelzun <amindelzun@pacificesd.org> wrote:
[Quoted text hidden]

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Monica Hettenhausen
Pacific Elementary School