



**Township of Union  
Public Schools**  
Office of Student Information and Technology  
Ann M. Hart, Director

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Dear Parents and Guardians,

Township of Union School District is proud to offer an online **Parent Portal**. The portal is an excellent resource for tracking your child's progress during the school year.

The portal will allow you to view and verify information about your child.

Currently, for grades pre-K-5, you will have access to the following:

- ✓ Emergency contact information and email addresses.
- ✓ Basic school information (grade, homeroom, etc)
- ✓ Daily attendance
- ✓ Discipline Record (for current year)

Grade 6-12, you will have access to all of the information listed above, as well as the following:

- ✓ Current schedule
- ✓ Daily as well as class attendance
- ✓ Current marking period "running" averages, as well as individual assignment grades
- ✓ Marking period, exam and final grades
- ✓ Interim and Report Cards (for current year)
- ✓ Gradebook by teacher (current marking period average, assignment and test grades)
- ✓ Transcript grades (for grades 10-12)
- ✓ Tentative schedule (course requests) for the following year
- ✓ Additional modules will be added as they are established.

In order to access this information, you must provide a current email address. Your email address will be your log in id for the Parent Portal. Email the following information, and you will be sent a temporary password and directions. A link to the Parent Portal will be available on the district website. All children in a family can be linked to one account, therefore, include the information for all of your children in your email.

To sign up, **email** the following information to **parentaccess@twpunionschools.org**

*mandatory fields	Student Name	Student Birth Date
	Student ID # (if you do not know the id, please supply homeroom)	
	Parent/Guardian <b>Full</b> Name	Relationship to child
	Cell Phone Number	Cell phone provider (i.e. Verizon)
	Email Address (email address will be your login to the portal)	

If you have any questions or concerns, please feel free to contact me.

Thank you, *Ann M. Hart*