

Dear Parent/Guardian,

CPSB has changed the way that parents must sign off on the Acceptable Use Policy (AUP) for Students. **It is imperative that this verification is done by October 1, 2016.** After October 1, your child may lose the ability to login to a computer at school. All End of Course (EOC) testing is given on computers.

If your child attended a CPSB school during the 2015-2016 school year, you should have received a letter in mid-July with instructions for using the Student Progress Center (SPC) to verify/update your child's information. Thank you to those of you who have already completed this verification process.

We are asking for those of you who have an existing SPC account, but have not completed the process to do so as soon as possible. Once you log in, you will be prompted to complete the verification process. If you are not prompted, please click the down arrow in the *Make a Selection* box in the upper right hand corner, and choose *Student Registration Update* to complete the verifications.

If you do not have a Student Progress Center account, please set up your account and complete the verification process before October 1, 2016. If you have access to the Internet, contact an SHS 9 administrator or the counselor's office to obtain a PSN number in order to set up the account. Once you obtain your PSN number, follow these directions:

1. Go to **cpsb.org**
2. Click on **Grades** (on the right next to the picture)
3. Click **Register New User**
4. Click the down arrow next to *District* and choose – **010 Calcasieu School District**
5. Then enter the required information (relationship, last name, first name, and PSN number)
***Remember you must call a SHS 9 administrator or counselor to obtain the PSN number.
6. Click **continue**
7. You will then be asked to create your username and password.
8. Once you have successfully created your account, you should be immediately prompted to complete the verification process.
9. If you are not prompted, please click the down arrow in the *Make a Selection* box in the upper right hand corner. Choose **Student Registration Update**, and then you will be allowed to complete the verifications.

If you do not have Internet access or you simply need help creating the account, you are welcome to come to the library at the 9th grade campus on Tuesday, September 6 from 5:30pm-6:30pm or on Wednesday, September 7 from 11:00am – 12:00pm.

We appreciate your time in completing this process to ensure your student's continued access to technology at school and mandatory state tests.

Sincerely,

Sulphur High School Ninth Grade