

WARDLAW + HARTRIDGE

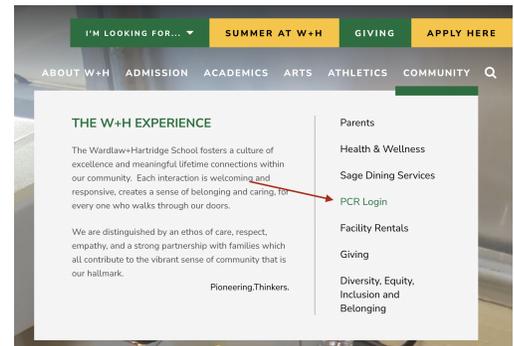
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August 2023

LOG IN TO YOUR PARENT PORTAL

To gain access to your parent portal, visit the school website at www.whschool.org, go to the "Community " pull down menu and select "PCR Login."

The PCR Login Menu appears, select the link for Parent Portal.

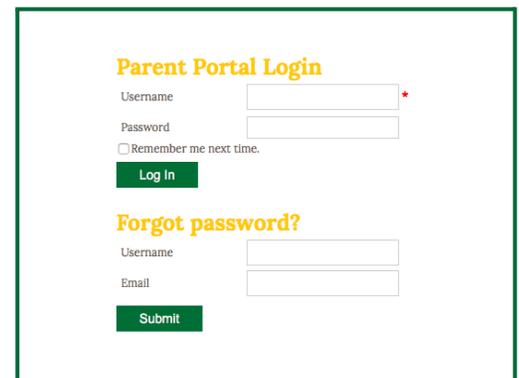


If you don't know your username or password, please contact the Administrative Assistant in the appropriate division.

Lower School – Silvia Ciccone – 908.754.1882 ext. 141 – sciccone@whschool.org

Middle School – Eileen Valentine – 908.754.1882 ext. 163 – evalentine@whschool.org

Upper School – Alissa Folkes – 908.754.1882 ext. 103 – afolkes@whschool.org



***New Families: Your username is the full email address used when applying. Your password is 12345. Please change your password upon first log in.**



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Once you have entered your username and password, click "Log In," and you will be directed to your home page of the Parent Portal.

PARENT PORTAL: VIEW HOUSEHOLD & EMERGENCY INFORMATION, AND YOUR CHILD'S INFORMATION, INCLUDING REPORT CARDS

TO VIEW CHILD'S INFORMATION AND REPORTS, AND TO ENTER COURSE SELECTIONS:

- Select the student's name in the top right-hand box. Then select "STUDENT INFORMATION."
- If you have multiple children in the school, use the drop-down menu in the top right-hand corner to select which student you wish to view.
- Course Selection (link) is located in the far-left column of the child's Student Information page.
- Among all the other important information on your child's page: schedule, reports, assignments, etc., there is a box labeled "Report Card."
- The report card will be shown with a date. Report cards will be archived here so you can view them at any time.
- To view a report card, just click on the blue "arrow" symbol to download a copy of the report card.
- Select "Open" to View.

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Parent Portal Home >

HOME FAMILY STUDENT PASSWORD DIRECTORY

Dear Parent,

Welcome to the **School Information System** for the Wardlaw-Hartridge School.

Using the menu above you can check that all your families information is up to date, keep track of all your child's information, and change your password.

You will only see a mid-trimester comment if one has been written for your child. All parents were emailed to alert them that the comments were made available, so please do not be concerned if you do not see a comment.

Both the **Family Information** and **Student Information** screens are editable by you, all the blocks on the screen can be dragged and dropped into any order you like to customize the view you would like to see.

Please take a moment to make sure your family information is up to date.

If there are any issues with the system please contact Andrew Farman at afarman@whschool.org



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