

How to access parent information

CHARMS

* ONW ORCHESTRA *

- On the internet, go to www.charmsoffice.com
- Under “ENTER,” select “PARENT/STUDENT/MEMBER.
- Login to your child’s program account using the following login:
OlatheNWHSOrch
- This will bring up a limited parent page. This will allow you to look at your child’s program calendar and email me.
- Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “Sync calendar” will tell you how to sync the calendar to your phone.
- When you enter your child’s SCHOOL ID NUMBER, another more detailed screen appears with more options to view your student’s inventory assignments, financial records, forms and more.
- You can help the director maintain his records with the:
Update Information icon – *please check to see if all information is filled in and correct.* Please update this information as necessary (such as updating phone numbers and email addresses if they change) to help me communicate with you more effectively.
- Most importantly, the parent page assists parents and the director in communicating with each other. Please check Charms and the Olathe Northwest Orchestra web site at www.ONWOrchestra.com on a regular basis to keep up-to-date on orchestra events and news. I will also send out a weekly email update with pertinent orchestra information.

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

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