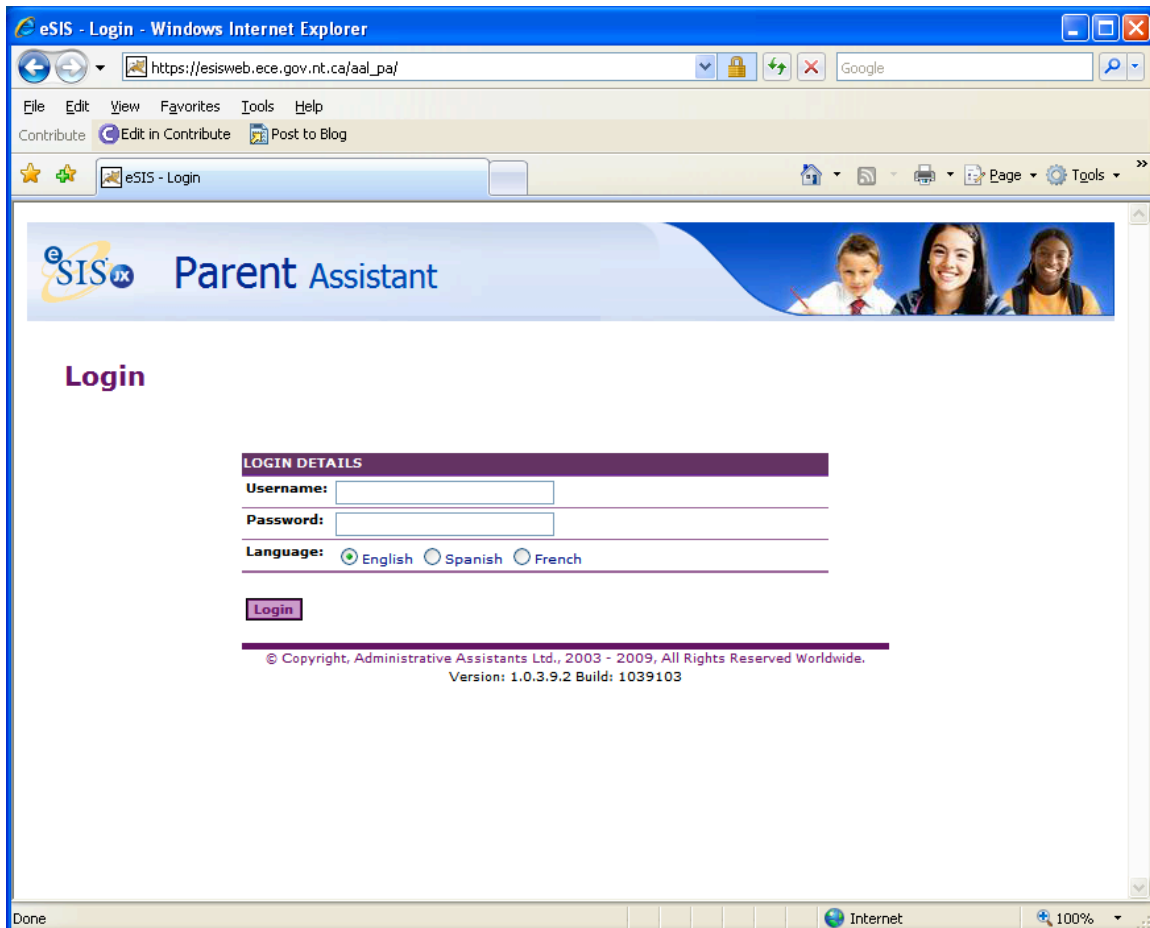


Welcome to Parent Assistant

This document is a guide to help introduce you to some of the useful tools available to you using Parent Assistant. First of all Parent Assistant is accessible using most common Web Browsers, i.e. Internet Explorer, FireFox, Safari, etc. Just type the following link into the browser and you will be taken to the following login screen:

https://esisweb.ece.gov.nt.ca/aal_pa/



Type in the username and password provided to you and you should move to the next screen shown below. You may want to bookmark this screen.

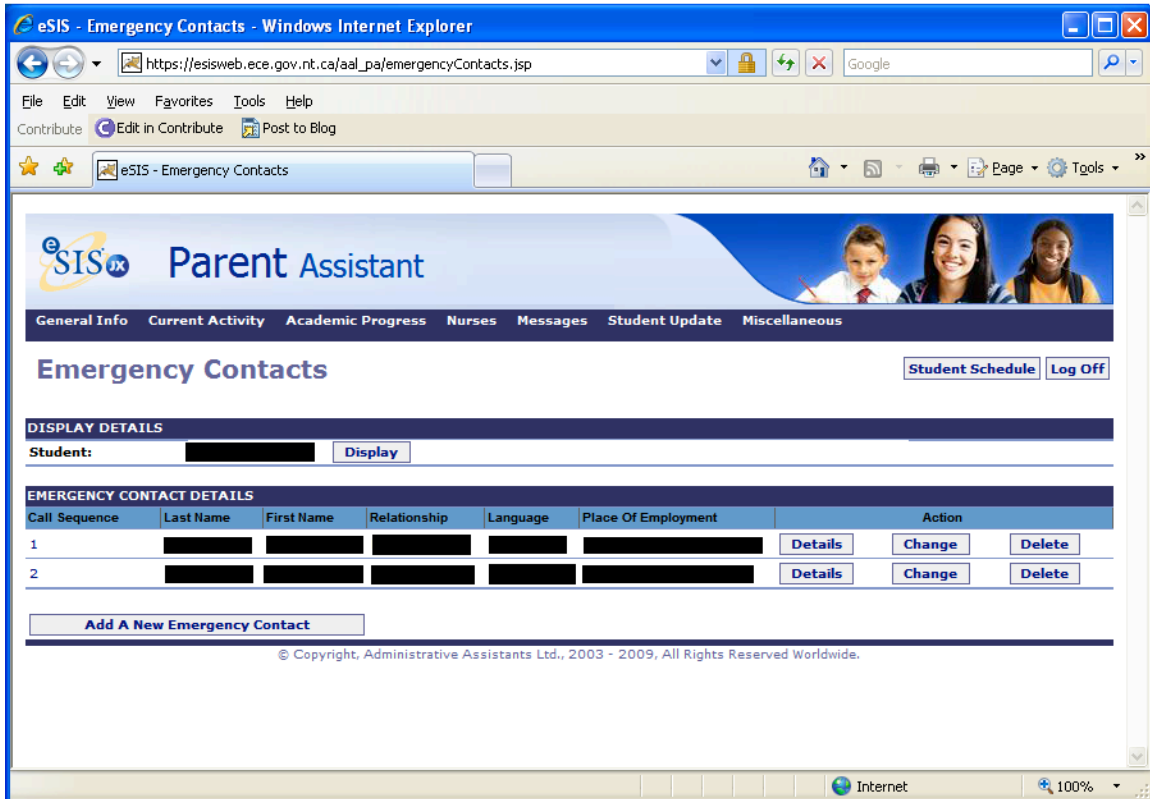
This is the demographic data for your son or daughter. (Please note certain areas blacked out for confidentiality). If you notice an error on this screen you have the ability to update certain sections and click the Submit Change Request button on the bottom. The information will be verified and updated by someone at the school. If you have more than one student at ESPHS then you will see a drop down arrow next to your son or daughters name to let you toggle between them.

The screenshot shows a web browser window titled "eSIS - Demographics - Windows Internet Explorer". The address bar shows the URL "https://esisweb.ece.gov.nt.ca/aal_pa/verifyPassword.jsp". The page header includes the "eSIS Parent Assistant" logo and a navigation menu with items: "General Info", "Current Activity", "Academic Progress", "Nurses", "Messages", "Student Update", and "Miscellaneous". The main content area is titled "Demographics" and includes buttons for "Student Schedule" and "Log Off". Below this is a "DISPLAY DETAILS" section with a "Student:" field containing a redacted name and a "Display" button. An orange banner reads "Student Information Verification Form School - Ecole St. Patrick High School". The "STUDENT DETAILS" section contains the following fields:

Pupil No:	[Redacted]	Grade:	[Redacted]
Legal Last Name:	[Redacted]	Legal First Name:	[Redacted]
Usual Last Name:	[Redacted]	Preferred First Name:	[Redacted]
Middle Name:	[Redacted]	Third Initial:	[Redacted]
Birth Date: (YYYY-MM-DD)	[Redacted]	Proof Of Age:	[Redacted]
Gender:	[Redacted]		

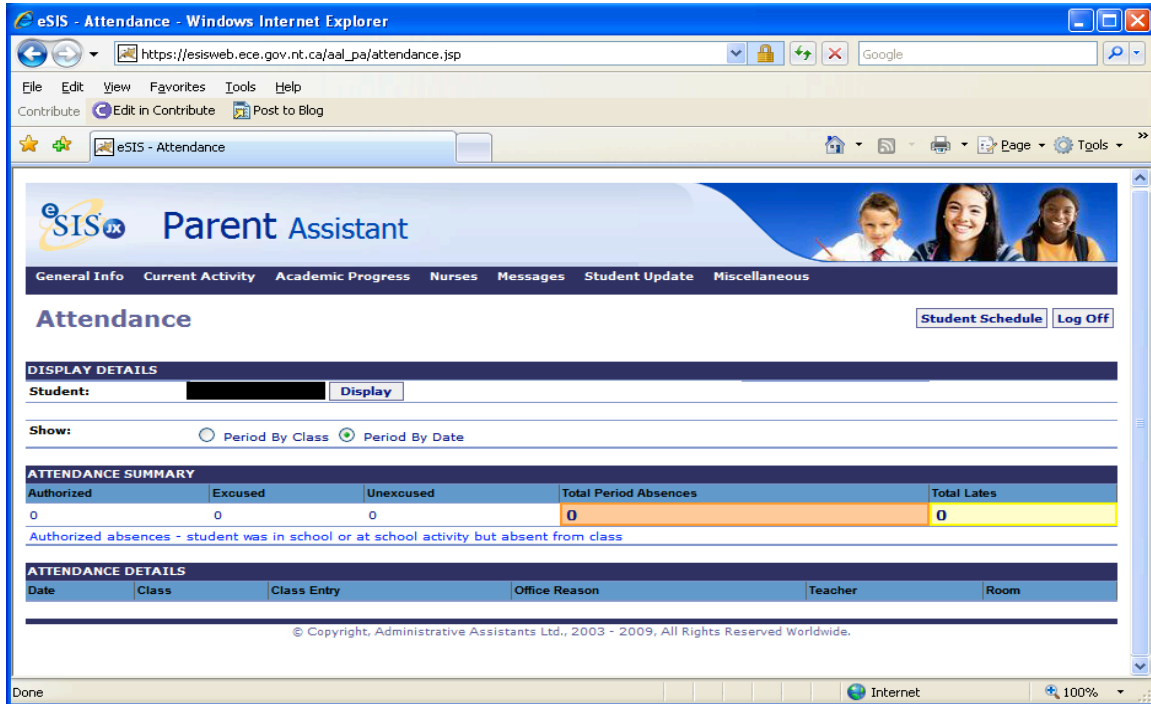
If you select the General Info menu and select the Emergency Contacts menu item, you will move to the Emergency Contacts screen shown below.

This screen highlights the Emergency Contact information and allows you to add a new emergency contact.

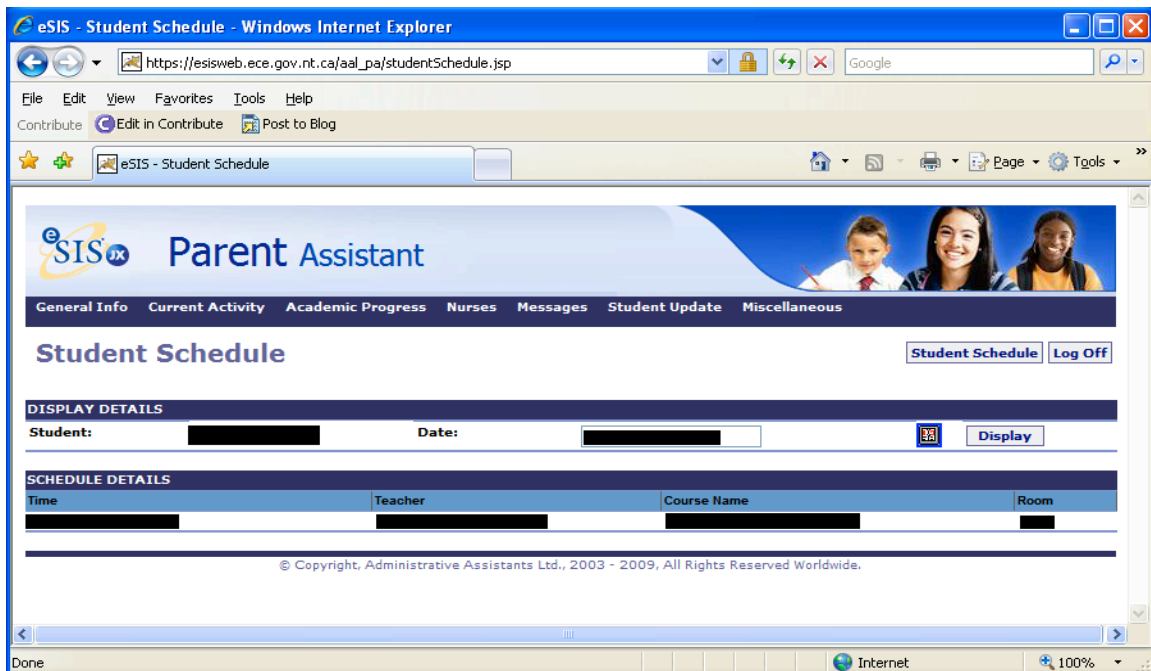


The next menu item of interest is Attendance, this can be found under the Current Activity menu.

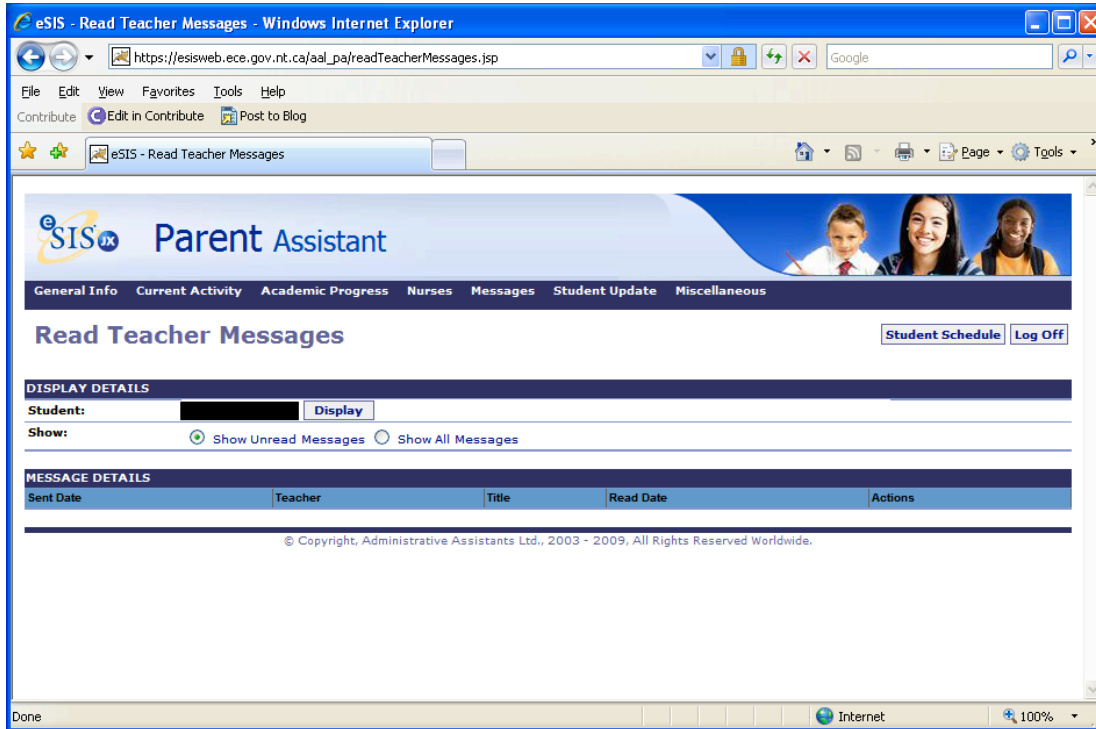
The attendance screen will list attendance data for every course your child is taking, and in most cases will be accurate for current classes.



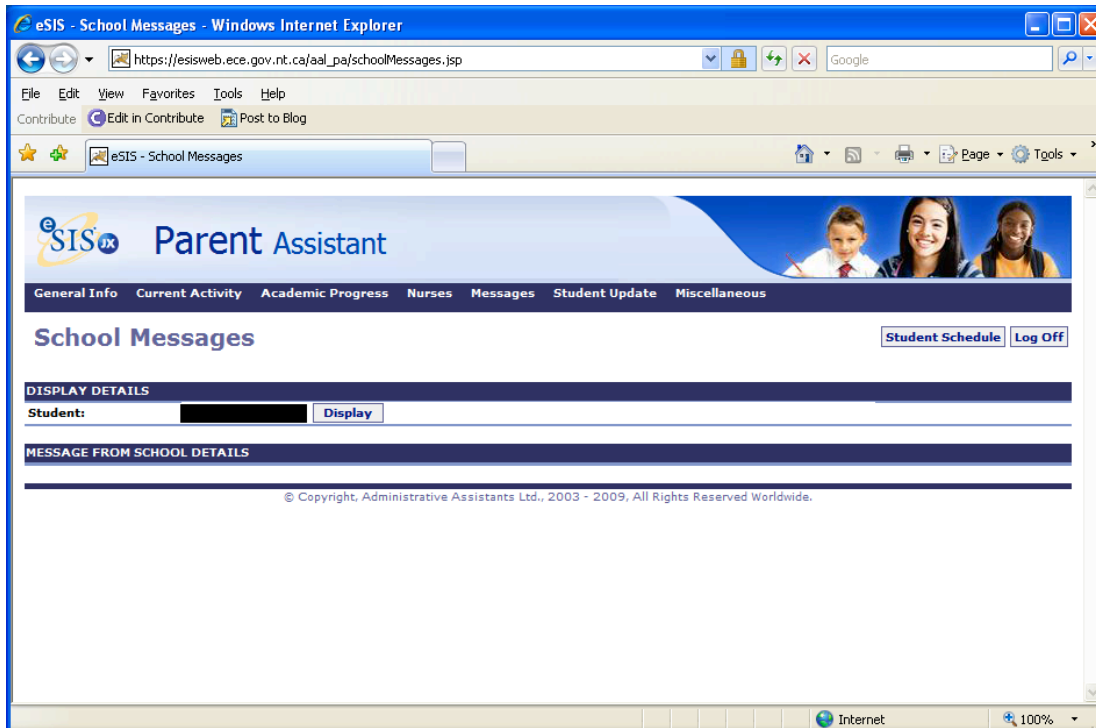
The following is the Student Schedule, accessible under the Miscellaneous Menu or the Student Schedule Button on the main screen. This will list all classes, when the class occurs, teacher and room.



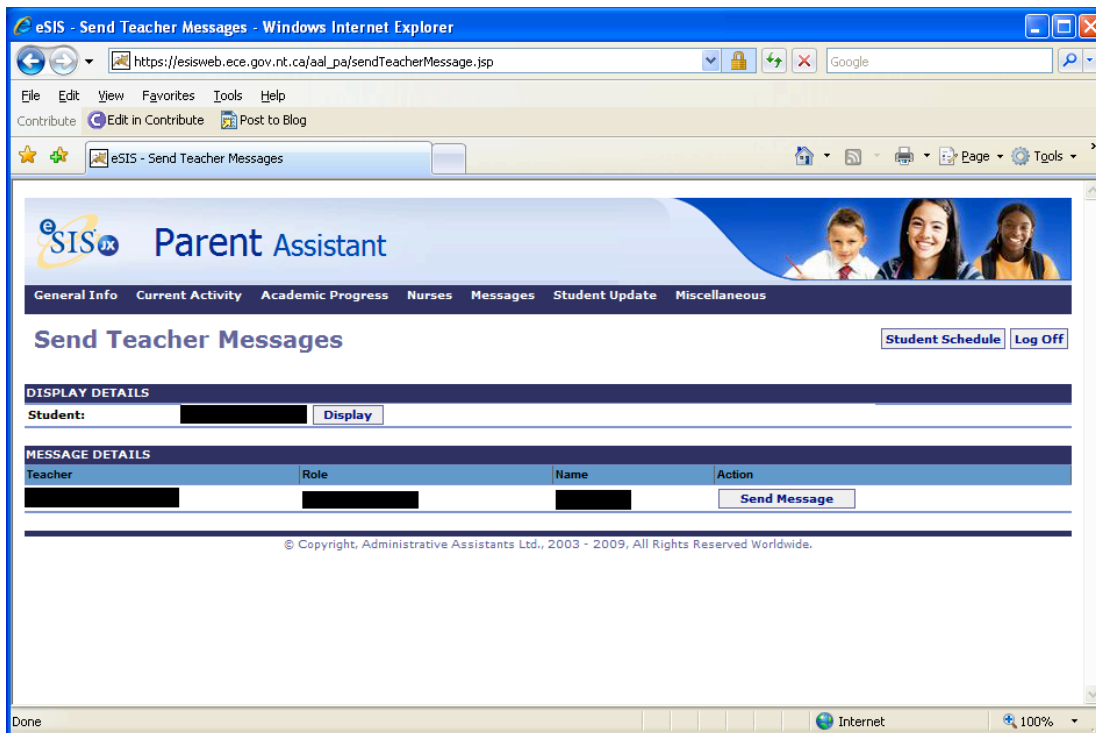
Teachers can send messages to the parents using Parent Assist. Click the Messages Menu and select Read Teacher Messages.



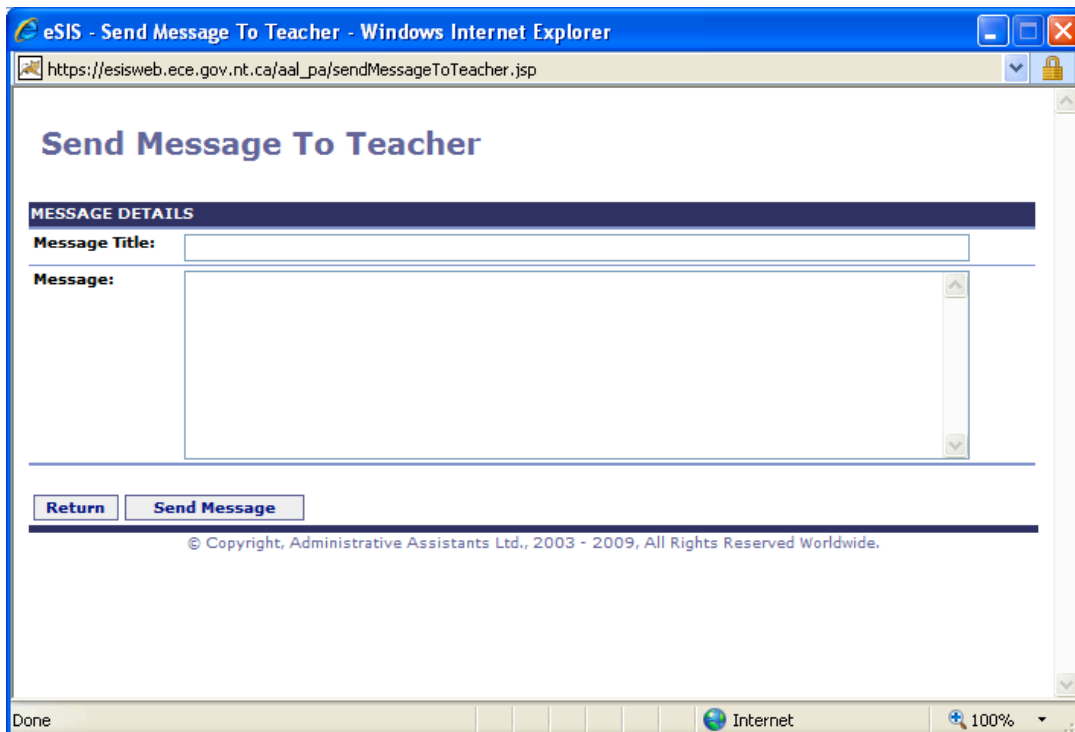
Parents can also receive messages from the School using Parent Assist. Click the Messages Menu and select School Messages.



Parents can send messages to Teachers using Send Teacher Messages under the Messages Menu. Find the Teacher you would like to send message to and click Send Message.



Here is a sample message screen.



Finally parents have the ability to view Non School Days for the School. This is a list of days when school is not in session, whether it be a Holiday or a PD Day for staff. Select the Miscellaneous Menu and click Non School Days.

The screenshot shows a web browser window titled "eSIS - Non School Days - Windows Internet Explorer". The address bar shows the URL "https://esisweb.ece.gov.nt.ca/aal_pa/nonSchoolDays.jsp". The page header includes the "eSIS Parent Assistant" logo and a navigation menu with options: "General Info", "Current Activity", "Academic Progress", "Nurses", "Messages", "Student Update", and "Miscellaneous". The "Non School Days" page is active, featuring a "Student Schedule" and "Log Off" button. Below the header, there is a "DISPLAY DETAILS" section with a "Student:" field and a "Display" button. The main content is a table titled "NON SCHOOL DAY DETAILS" with two columns: "Date" and "Reason".

Date	Reason
2010-JUN-21	Aboriginal Day
2010-MAY-24	Victoria Day
2010-APR-16	Prof. Dev. Day
2010-APR-5	Easter Break
2010-APR-2	Easter Break
2010-MAR-19	Spring Break
2010-MAR-18	Spring Break
2010-MAR-17	Spring Break
2010-MAR-16	Spring Break
2010-MAR-15	Spring Break
2010-MAR-12	Spring Break
2010-MAR-11	Spring Break
2010-MAR-10	Spring Break
2010-MAR-9	Spring Break
2010-MAR-8	Spring Break
2010-FEB-19	Prof. Dev. Day
2010-JAN-1	New Year's Day
2009-DEC-31	Winter Holiday
2009-DEC-30	Winter Holiday
2009-DEC-29	Winter Holiday
2009-DEC-28	Winter Holiday
2009-DEC-25	Christmas Day
2009-DEC-24	Winter Holiday
2009-DEC-23	Winter Holiday
2009-DEC-22	Winter Holiday
2009-DEC-21	Winter Holiday
2009-DEC-1	Prof. Dev. Day
2009-NOV-30	Prof. Dev. Day
2009-NOV-11	Remembrance Day
2009-OCT-26	Prof. Dev. Day
2009-OCT-12	Thanksgiving Day
2009-SEP-7	Labour Day

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