

# How to access parent information

## CHARMS

### SCHS MUSIC

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com)
- Locate the “PARENT/STUDENT LOGIN” section of the web page.
- Login to your child’s program account using the following login:

schsmusic

- This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files**.
- 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 “event list” puts all of the calendar information in a list form for easy printing.
- When you enter your child’s school ID NUMBER, 9 digits for new students and the old 4 digit IDs for returning students, another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “keys icon”
- Two areas in which you can help the director maintain his/her records:
  - **Student information form** – if the director has allowed it, you may help make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
- Most importantly, the parent page assists both you and the teacher to communicate with each other.
- You will also see links to **enter Practice Logs** and use the **Recording Studio** if the teacher has enabled these options.
- Under finances, you will find student account balances, fundraising profits and tour and trip payments as they become available.