



Home Access Center Parent Guide



What is the Home Access Center?

Home Access Center is tightly integrated with gradebook system used by our teachers. It is designed as an informative tool for parents to quickly obtain information on grades, attendance, and discipline.

The Home Access Center website is provided for the express use of the parents of Capital School District students to assist in the communication of important educational information.

Will Other People Be Able to See My Child’s Information?

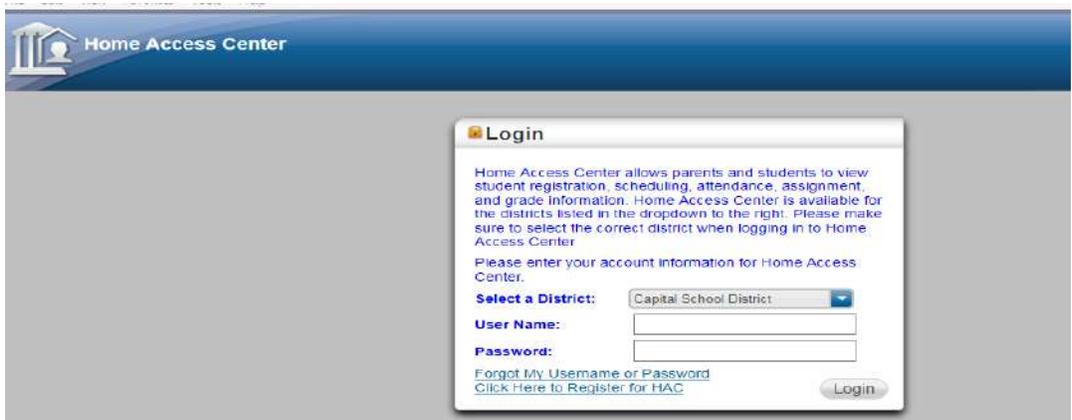
Your child’s information is secure and only those individuals who have a username and password can access the HAC and your child’s information. Your username and password allow you access to your child’s data. We urge you to keep your username and password in a secure, safe place.

What is my Username and Password?

A letter with your login information will be mailed to you or sent home with your child. If you should lose or forget your username and password, please contact the building your child attends and you will be directed to someone who can assist you.

Logging in to Home Access Center

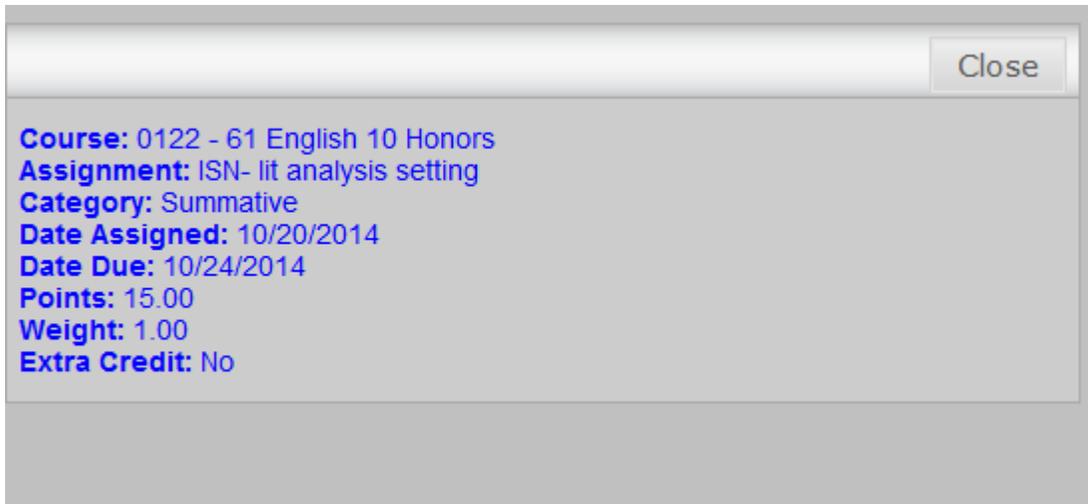
- 1) Type in the following URL: <http://hac.doe.k12.de.us/HomeAccess>
- 2) Select Capital School District from the ‘Select a District’ field.



3) You can view your child's classwork, and schedule by selecting one of the icons or tabs on the top of the page.

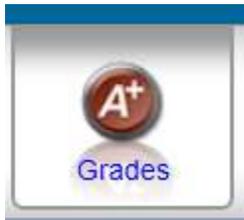


- 4) Select the appropriate marking period in the 'Report Card Run' field. You also have the ability to show 'All Classes' or select a specific course.
- 5) You can click on the assignment title to view specific information about that assignment.



How to view the progress report and report card:

- 1) Select the 'Grades' icon at the top of the page.





2) You can view the progress report, report card, transcript and test scores by selecting one of the tabs.



You will be able to view the course name, grade, teacher name, and comment information. You can also email the teacher by clicking the teacher's name.

How to view discipline information

1) Select the 'Student Support' icon on the top of the page



2) You can view discipline by 'All years' or the 'Current Year Only'. You will be able to see the discipline incident that occurred, what building it occurred in, and the date and time it occurred.

Feel free to contact the school if you have any questions or need any assistance.

We are happy to help!