

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: <u>http://hac.doe.k12.de.us/HomeAccess</u>
- 2) Select Capital School District from the 'Select a District' field.

Home Access Center	
	• Login
	Home Access Center allows parents and students to view student registration, scheduling, attendance, assignment, and grade information. Home Access Center is available for the districts listed in the dropdown to the right. Please make sure to select the correct district when logging in to Home Access Center
	Please enter your account information for Home Access Center.
	Select a District: Capital School District
	User Name:
	Password:
	Forgot My Usemame or Password Click Here to Register for HAC Login



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

	Home	Classes	Grades	Student Support	Registration		
asswork Schedule Request							
						Collapse All	Full View
View Classwork for Report Card Run 1						R	efresh View
Show (All Classes)	ter by Class						

- 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.

	Close
Course: 0122 - 61 English 10 Honors Assignment: ISN- lit analysis setting Category: Summative Date Assigned: 10/20/2014 Date Due: 10/24/2014 Points: 15.00 Weight: 1.00 Extra Credit: No	

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.

IPR Report Card Transcr	ript Test Scores

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!