



August 2, 2018

Dear Parent/Guardian,

We successfully moved to a new student information system Synergy over the past year. Synergy includes ParentVUE, which provides online tools to assist parents/guardians in monitoring their student's academic progress, attendance, assignments, grades, course history, and other educational information anytime, day or night. ParentVUE will have schedules, bus, and teacher information available in late August.

We are excited to implement an online emergency card system within ParentVUE to collect the most current information for your child. The information that you provide is used by the school and the District for emergencies and is linked to our SchoolMessenger calling system. This new process will provide important, updated information to our schools in a timely and efficient manner.

Sign in to your ParentVUE account to get started on updating your child's emergency card. You can access instructions and ParentVUE by clicking on the ParentVUE link from the top of the district's web site.

[www.rochester.k12.mi.us](http://www.rochester.k12.mi.us)



- Medical information, such as allergies and medical action plans, must be updated every school year. Please carefully review the medical information and add new or remove outdated information. All medical conditions listed should be supported by a physician's diagnosis.
- Emergency contacts should be able to arrive at the school within approximately 20 minutes.
- The *Lives With* box refers to the parents/guardians who reside within the boundaries of Rochester Community Schools.
- According to the Family Education Rights and Privacy Act (FERPA), the District may release student directory information for publications UNLESS you request the District to withhold the information. Parents/Guardians have three options:
  1. *Withhold ALL* – If a parent selects this option, a student's information, including his or her photograph, will **not** be used by the district for publications (such as the yearbook), released to affiliated organizations (such as the PTA), or released to the news media for individual or school achievements.
  2. *Withhold EXCEPT for Yearbook* – If a parent selects this option, the use of the student's information will be limited to use in the Yearbook.
  3. NO restrictions – the District may release student information for publications.

For families with students in grades 6<sup>th</sup> – 12<sup>th</sup>, **emergency card updates must be completed in ParentVUE by August 20, 2018**. The completion dates for all others will be communicated by the schools. Thank you for your flexibility and support as we navigate this districtwide implementation. Together, we can ensure a safe and secure learning environment for our students.

Sincerely,

**Debi Fragomeni**

Assistant Superintendent for Instruction  
Rochester Community Schools