



KEEP THIS SHEET FOR YOUR INFORMATION

COMPLETE & RETURN THE APPLICATION ON THE NEXT PAGE

Go.Edustar Parents Online (POL) for Grades 1-12

St. Joseph Christian School uses the Go.Edustar Parents Online program to communicate with parents (grades 1-12) about student grades, attendance records, and personal information.

Getting Started

Go.Edustar Parents Online (POL) is an online program that houses student information. Any legal parent/guardian of an SJCS student may have access to their student(s) information by establishing an online account:

- New families (grades 1-12) complete and submit a request form to obtain a POL log on as part of the enrollment process.
 - It is strongly suggested that each parent have their own account.
 - The POL request form is also available at the school website – www.stjosephchristian.com. New parents must complete, sign, and submit the form to the school office.
- An administrator will then create the account.
- Next, within two weeks, parents will receive an activation email from Harris School Solutions (parent company of Go.edustar) containing a link to the log in screen. (Check email SPAM/JUNK folder.)
- Click on the link in the confirmation email to open the log in screen. **STOP. Do not try to log in yet; this step is only to activate the account. Close out of this screen.**
- To access the POL account, go to the school website: www.stjosephchristian.com and click on the "Parents" or go to <https://goedustar.harriscomputer.com/POL>. Carefully type in the log in information.
- Due to security measures, parents will be allowed only three unsuccessful attempts to log in before the account is locked. If that happens, please email your principal and request that the account be unlocked and have a new password issued.
- Parents/guardians must not share their passwords with anyone. Each legal parent/guardian may set up his/her own secure account. *Note: 5th through 12th grade students will be trained on Go.Edustar and will have their own accounts and secure passwords.*

1st - 12th Grade Reporting / GoEdustar POL

Using POL

Parents and students (each using their own secure log on) can access (and, in most cases, print) the following information on POL:

- grades for current classes, as well as the assignments that make up those grades
- attendance summary
- student information
- immunizations
- class schedule
- unofficial transcript (grades 9-12)

Parents may check daily grades at any time. Generally, daily grades are updated within a week from the time the assignment was due. However, special projects may take longer.

Quarterly grade reports are typically posted and available for viewing within the week after the close of the quarter/semester.

End of the year grade reports/transcripts are finalized no later than the end of June. Parents will be notified by email when final grades have been posted and are ready for viewing.

Teachers use different grading techniques and policies. Please check with the teacher if you are unsure of the grading policy for a specific class. Some assignments and/or categories may be weighted differently than others. Therefore, simple arithmetic average of grades may not reflect your student's actual grade.

Attendance is updated daily. Unexcused absences may take a few extra days to be updated (if changed to excused), depending on the number of absences, promptness of parent communication with the office, and/or day of the week.

Getting help with POL

Questions about POL log on, passwords, or other access information should be emailed to the principal.

Questions about grades should be emailed directly to the teacher who supplied the grades.

Questions about attendance or student information should be emailed to the school secretary.

Parents Online (POL) Application

Each parent, 1st through 12th grades, who wishes to see their student's grades/grade reports must have a Go.Edustar Parents Online (POL) account.

- Complete, sign and return this form to the school office; ATTN: Mrs. Melody Ezzell
- Watch your inbox (check spam/junk folder) for an activation email from **Harris School Solutions** (parent company of Go.Edustar).
- Click on the link in the email and follow the directions to activate your account.

List all your SJCS students and grade levels:

1. Name _____ Grade _____
2. Name _____ Grade _____
3. Name _____ Grade _____
4. Name _____ Grade _____
5. Name _____ Grade _____
6. Name _____ Grade _____

Father's POL account information:

Father's first name: _____
Father's last name: _____
Father's home phone: _____
Father's work phone: _____
Father's email address (*this will be your login ID*): _____

Mother's POL account information:

Mother's first name: _____
Mother's last name: _____
Mother's home phone: _____
Mother's work phone: _____
Mother's email address (*do NOT use the same address as Father, please. this will be your login ID*):

For administrative use: Date application processed/account established: _____ Initials _____