

## How to access parent/student information in

# CHARMS

We will be using Charms Office Assistant to give families up to date access to your child's fund raising and fee ledger. In this ledger you will find a record of fundraising totals (updated as we receive information) and also any payments you make to the Band Boosters. You will also be able to see deductions for field trips, private lesson, shirt and shoe purchases, and SOSP fees. You will see a current balance as often as we receive new information on student ledger accounts.

- Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click the "ENTER/LOG IN" link at upper right.
- Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.
- Log in to your child's ledger account using the following School Code:

### **SunPrairieASBand**

- This will bring up the main parent page.
- When you enter your child's Student ID NUMBER as a **Student Area Password**, another more detailed screen appears with even more options to view your student's uniform assignments, financial records, and inventory. Once you have first entered this ID number, you may create your own, unique password by clicking on the "lock" (**Change Password**) icon.
- **Update Personal Information** –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. Click the **Personal Info** button. While we do not currently use that info in Charms, we will be in the very near future and your help there would be awesome. Please feel free to update it.
- If you are a parent that does not fund raise, this will also be very useful to you. You will find your child's fees, shoe, glove and shirt purchases and other things that you may need to pay for. The balance due will be updated frequently so you can go here to get information quickly.