

## **GRADELINK INSTRUCTIONS FOR PARENTS**

There is a video tutorial under the question mark at the top of the page.

Your login credentials were sent to you. If you need them again you may contact Mr. Cain or Mrs. Fruetel.

You can switch between students just to the left of that question mark at the top of the page.

### **COMMUNICATE**

You will find school and classroom news and information through this tab.

### **CALENDAR**

This is one of the main things you will look at as it will show due dates for assignments.

### **GRADES**

This will show a quick overview of your child's grades in each of their classes.

You can click on a class and find grades for each assignment in that class.

### **ALERTS**

You can set up to be emailed whenever your child receives a good grade or a poor grade.

You can customize these yourself based on what you believe your child to be able to do. This has to be updated individually for each of your children. You can apply the settings to every class for one of your children by clicking the box below the alerts, but this only applies to that specific child.

We recommend that you set the Negative Alerts to at least a D, but you may set it higher than that.

### **BILLING**

Under this tab you will have access the current month's statement and a yearly statement.

You can pay your bill using the buttons on the right

One will be for the full amount and the other for a different amount

Fill out all the information on the Quick Pay pop up

If you pay straight from a bank account there is a \$0.15 charge.

If you pay by credit card there is a 2% charge

Payments will take a couple of business days to make it into our account and then Mrs. Foster will update your statements on the Gradelink site.

You may also set up a recurring payment plan on the site. You will need to enter the amount to be charged every month. If your child uses After School Care or School Lunches, you would want to enter an amount larger than your tuition to help cover these expenses. If you estimate too high, the extra will still be applied to your bill. If at the end of the school year you have paid too much, a refund will be given back to you.

You may still pay your bill by mailing or dropping off a check at no additional charge.

Bills should be paid on the 1<sup>st</sup> of each month. After the 10<sup>th</sup>, a late fee of \$20 is added to the bill. Payments must be made by the end of each month in order for students to continue attending classes.