



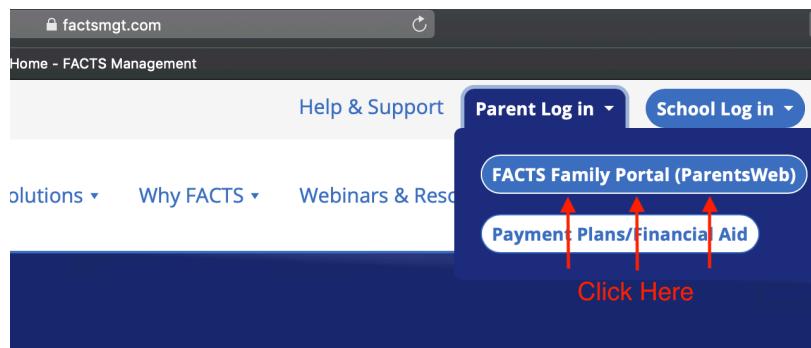
August 20, 2019

Dear parent(s)/guardian(s),

In previous years, we have used a system called Headmaster for our gradebook, attendance, and general information on all of our students. Headmaster also included a parent portal for our families and students to check their grades, etc. We have discontinued using this program and have converted to FACTS SIS. We are excited about this new program, as it truly meets our needs and will assist us as we continue to grow. With this new program, they do have **ParentsWeb**, which will provide access to your students' grades, attendance, behavior, and much more. In order to access this information, you will need to create your login, utilizing the email you provided during registration. Below are the instructions on creating your login.

Step 1: Go to www.factsmgt.com

Step 2: In the upper right corner you will see the label **Parent Log in**, click the arrow for the drop-down list and then click **FACTS Family Portal (ParentsWeb)**



Step 3: Once on the ParentsWeb Login screen, click **Create New ParentsWeb Account**.



ParentsWeb Login

District Code:

User Name:

Password (case-sensitive):

[Forgot User Name/Password?](#)

Click Here

[Create New ParentsWeb Account](#)

Step 4: Next, fill in the district code (**lwcs-nc**) and your email address. You must use the email you provided on your students' application.



ParentsWeb Login

District Code: * Required

Email:

[Create Account](#) [Back to Login](#)

Powered By [FACTS](#) | [Privacy](#)

Step 5: You will be emailed a link that will provide you with the remaining instructions on how to finish setting up your parent login. Please be sure to check your junk folder, or other folders, if you do not receive the email in your main inbox.

Once you have created your account, you will be able access a multitude of information regarding school events, classroom announcements, grades, attendance, behavior, etc. for all students you have enrolled at LWCS. However, if at any point you are unable to access your account, due to having difficulties remembering your username or password, we will not be able to assist you with resetting or providing this information to you. You will be able to retrieve that information through the forgotten password/username link on the ParentsWeb login screen.

Students will also be provided their own logins; however, these are created by administration and will be provided to them by the end of the school day Tuesday, August 27th. In the event that a student is unable to login, they will need to contact administration to assist them with resetting their password.

If you have any questions or concerns, or need additional assistance, please contact me via e-mail.

Sincerely,

Amanda Royal
Administrator
amanda@lwcs.net