

VIRDEN COMMUNITY UNIT SCHOOL DISTRICT NO. 4

231 West Fortune Street

Virден, IL 62690

High School Phone Number – 217-965-4127

Middle School Phone Number – 217-965-3942

Elementary School Phone Number – 217-965-5424

Virден Community Unit School District No. 4 encourages parents to play a greater role in their child's education. With today's hurried pace and many families having both parents working outside of the home, time is important. To make it easier for you to get involved, we are providing you with the ability to view grades, discipline, lunch accounts, and attendance via the Internet, anytime, day or night. One additional feature available now is the ability to view your student's assignments and grades for each class. You will have direct access to each teacher's e-mail address. We encourage you to use this method of communication when trying to reach teachers or administrators.

The software that makes this possible is *PaC Family Access*. *PaC Family Access* is available through our **website, www.virdenschools.com** To use this software your need to have access to the Internet through at least Netscape 4.08 or Internet Explorer 4.01, allow or accept Cookies, and have a user name and password. To allow or accept Cookies, please refer to your Internet browser manual.

Your user name and password is attached. The codes are **not** case sensitive. The password is computer generated to prevent others from gaining access to your account. Keep this information somewhere safe. Keeping it under your keyboard or taped to your monitor might not be a good idea, especially if you do not want others to view your child's (children's) grades, discipline, lunch account or attendance. These passwords are generated for the safety of your student's records. We encourage you to change your assigned password to one that is easier for you after changing it, you may contact any of the school offices between 8:00 am and 3:00 pm to retrieve this information.

Once you log on to our homepage (www.virdenschools.com) you will find the "red schoolhouse" logo at the top of the page. Click on the "little red schoolhouse" and you will then be prompted to input your assigned user name and password.

Again, thank you for getting involved in your student's education.

Sincerely,

Ron Graham, Middle and High School Principal
Debbra Martin, Elementary Principal