


PARENTSWEB INFORMATION


Dear Parents,

Welcome to Christian Liberty Academy!



Our **FACTS** **School Management Software** gives you, the busy parent, an opportunity to get more involved in your child's academic progress and future success – all via the Internet! (*RenWeb is now called FACTS, but the family portal will still be called ParentsWeb*).

FACT's ParentsWeb  is a private and secure parents' portal that will allow you to view academic information specific to your children, while protecting your children's information from others. You can see your child's grades, attendance, homework and conduct, as well as other useful school information. You can pay your tuition and also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer or mobile device.

Strong communication between school and home is vital to a successful educational experience. ParentsWeb , Christian Liberty Academy's student and parent web portal, allows registered users to:

- update student and family records
- pay tuition
- view the school calendar for upcoming events
- access current grades (grades 1-12)
- view schedules and see lesson plans & assignments for the coming week (middle school and high school).
- download documents
- check absences
- access the school directory of parents and students


Our yearly student contact information, health history, and emergency release form will be done **online in ParentsWeb** each school year, instead of the parents having to manually fill out a yearly health form. **Your student's 911 Emergency Card will be made from the information YOU supply through ParentsWeb, so you must fill these forms out online.**

*****Please note: If you are a new family, you will not be able to create an account until the Registrar closes out the current school year on RenWeb and starts the next year school year. This usually occurs in late June or early July.***

If you are a first-time user, please follow the instructions below.


Our District Code is: **CL-IL**. It should default, but you will need this code each time you log in.

ParentsWeb Login First Time Users:

1. Please click on the ParentsWeb link found on the website homepage, www.christianlibertyacademy.com that looks like this: 
2. Next to the login button select Create New ParentsWeb Account.

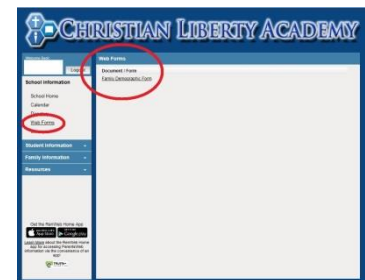
3. Enter CL-IL into the District Code field.
4. Enter your email address (the one the school has on record for you.)
5. Click the Create Account button.
6. You will receive an email from FACTS (RenWeb) Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for only a short period of time. (Check your Junk or Spam boxes if email is not received.)
7. Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm field.
8. Click on the Save Username and/or Password button.
9. Close the window.
10. Log into ParentsWeb as instructed below.

To Access ParentsWeb:

1. Please click on the  link on the Christian Liberty Academy home page.
2. Enter CL-IL into the District Code field, if it's not filled out already.
3. Enter your username and password. (If you have forgotten your username or password, please click on the link provided.)

To Complete Your Web Forms:

1. Every student must have *yearly* updated Family Demographics and Health Forms in ParentsWeb. In other words, every year your medical enrollment requirements will include going through these web forms and updating your information and completing the Emergency Medical Release web form.
2. Under School Information in the left column, click on Web Forms. Then Family Demographics.
3. Complete each form by clicking on the buttons. The student's name will be next to each button. Parent's names will be next to the Custodial Parent Form buttons.
4. Once the Family Demographics forms are completed, a notification email will be sent to the office. The forms will be reviewed and approved and then the information will be added to RenWeb.



5. You can update your information at any time.
6. **A note on doctor exams:** The State of Illinois required physicals, called "Certificate of Child Health Examination" and the Dental & Eye exams are not able to be submitted online, because they cannot be securely uploaded to ParentsWeb. These forms you will need to submit by fax, email, or bringing them in to the office. The blank forms are all available on ParentsWeb under Resource Documents, as well as at www.christianlibertyacademy.com under Health Information Documents, or at the school.

