

Information for Parents and Guardians on Secure Documents in ParentSquare

We will be sending this year's placement letters through ParentSquare as a "secure document". Secure Documents allow the school to send important information home that is specific to your child. We used this process last year to send home report cards. Secure Docs are unique in that you must have a ParentSquare account created to open the document -- this is how we make sure that only the parents/guardians associated with a child are able to access sensitive information.

If you have not yet activated your account, click the [activation link](#) here and follow the directions in the Sign Up / Create Password box. Use the email address or phone number that you received this message on to activate your account.

There are multiple ways to access Secure Docs in ParentSquare:

1. You may click on the "View Document" link in the email or tap the link in the text message that you received alerting you that a Secure Doc was received for your child. You will know that you have received a Secure Doc because the subject of the email or contents of the text will start with your child's name.
2. On the ParentSquare website, you can view all Secure Docs sent for your child by clicking on the "Alerts and Notices" link under the Communicate heading. Next, click on the "View Document" button next to the name of the Secure Doc that you wish to view. Note that you can filter to just Secure Docs by clicking on the "Document" filter button.
3. In the ParentSquare app, you can view all Secure Docs sent for your child by first selecting your child's name in the left-hand menu. Then tap on the "Alerts" icon along the bottom. Finally, tap on the "View Document" button next to the name of the Secure Doc that you wish to view.

Once you select the Secure Doc for viewing, ParentSquare may prompt you to log in again. You should enter your ParentSquare username and password that you selected when you created your account. This is an extra layer of security to protect the information in the document.