

Chagrin Falls Village Schools Parent Assist Program (PAM)

General Tips

- 1. The web link to PAM is on the District webpage: www.chagrinschools.org**
- 2. Logins are case sensitive.**
- 3. Use the email link from the District webpage for technical support.**
- 4. Only the Intermediate School sees “current” grade and assignment information.**
- 5. The High School and Middle School see grades after they have been entered for Report Cards.**
- 6. Parents have one login for all their children.**
- 7. Parents can update their demographic information, including passwords, from “General Info” button.**
- 8. Once a field on the demographic information has been changed you click on “submit request” button on the bottom. The request must be reviewed and either accepted or rejected by school personnel.**
- 9. You must provide documentation before the following changes will be honored:**
 - a. Change of Address.**
 - b. Change of student SSN (the SSN is required for college reporting).**
 - c. Change of any portion of student name.**
 - d. Change of custody.**
- 10. Please contact the appropriate source if you feel information is not accurate.**
- 11. Passwords for parents have been linked to the mother in the family via the home phone number. If a separate login is needed for a non-custodial family contact should be made through the web link for tech support on the District webpage or contacting the school office.**
- 12. Parents may give their children access to PAM for students, SAM, in the following manner;**
 - a. Username = 6 digit student number preceded by a capital S.**
 - b. Password = student birth date in the proper format mmddyyyy.**
- 13. All accounts will be cleared over the summer and new passwords issued in late August or early September.**
- 14. Students do not see the same information as Parents.**
- 15. Parents should NEVER give their children the parent’s login information.**
- 16. On hands training will be offered through the Chagrin Falls Community Education program. Please refer to the website or booklet for detailed information.**

Intermediate and Middle School ONLY

- 1. The “Academic Progress” button contains the links to see current progress as well as past assignments.**
- 2. Teachers may delay access to certain assignments until the assignments have been graded or completed by all students.**
- 3. You may contact the building principal for additional information or help.**