## Steps Schools Should Follow to get Parent Command Center Ready

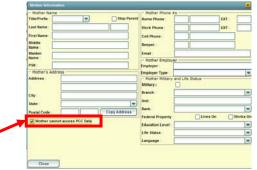
- 1. Print two copies of the Parent Demographic Verification form.
  - Do not check *Show SSN*, *Show JCOMM Permissions*, or *Show General Permissions* the latter especially, because unchecking makes the comments show up, where the emergency contacts are.
  - You will check *Homeroom Order* so the forms will print by homeroom and *Show Parent Security Code* (this will be the number they need to access the Command Center).
- 2. Send home both Demographic Verification forms-One for parents to check/update, sign, and return and one for parents to keep. Also send home the Instructions for Completing the Demographic Verification Sheets. These forms are due back to schools by September 28, 2012. All parents should have Parent Command Center access by October 1, 2012.

3. Once you receive the signed form, make any necessary changes in the WebPams system.

4. Turn on Parent Command Center access.

Under Student Master, search for the student.

For each parent or guardian that has access, you must uncheck
(Mother, Father, Guardian)
cannot access PCC data.



5. Direct parents to website: <a href="www.lpssonline.com/webpamspcc">www.lpssonline.com/webpamspcc</a> for instructions and video.