

## 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: [www.lpssonline.com/webpamspcc](http://www.lpssonline.com/webpamspcc) for instructions and video.

The screenshot shows a 'Student Information' form with various fields for parent/guardian contact and address. A red box highlights the checkbox 'Mother cannot access PCC data', which is currently checked. A red arrow points from the text 'Uncheck here' to this checkbox.