



# Millington Community Schools

To the Millington Parent/Guardian:

Millington Community Schools is pleased to offer parents and guardians of our students a tool to help them stay abreast of their children’s academic performance. Our Parent Gateway system gives parents and guardians, with proper authorization, the ability to view their child’s assignments, grades and attendance via the internet.

To activate this service and register to view your student’s grades and attendance, please do the following:

1. Sign and return the Parent Access User Agreement (Below) to your child’s school (it may take up to two business days to activate your account)
2. Activate an internet session on your computer and navigate to [www.mcsdistrict.com](http://www.mcsdistrict.com)
3. Click on the Parent Access Portal in the center of the screen.
4. Enter your login information provided below.

User Name:

Password:

If you have any problems accessing the system, please contact Matthew Lambertson by emailing [Matthew.Lambertson@mcsdistrict.com](mailto:Matthew.Lambertson@mcsdistrict.com) or call him at 989-871-5256

↑ **Cut here and return the bottom portion only to the school** ↑

### Parent Access – User Agreement

Parent Access to Student Information is given strictly to the parent(s) or guardian(s) of a specific child. By signing this agreement, I understand the confidentiality of my user name and my password is my responsibility. I further understand that Millington Community Schools will provide access to my child’s academic and attendance information via the Parent Gateway through a secured network connection that can only be accessed using your assigned username and password. Millington Community Schools will not be responsible for access gained to my child’s information due to sharing, misplaced or non-secured usernames and passwords. If at anytime I would like to disable my Parent Connect account, I can do so by calling my child’s school office and requesting that the account be de-activated.

\_\_\_\_\_  
Child’s Name (Please Print)

\_\_\_\_\_  
Parent/Guardian’s Printed Name

\_\_\_\_\_  
Child’s Name (Please Print)

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Child’s Name (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child’s Name (Please Print)

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Child’s Name (Please Print)

\_\_\_\_\_  
Email Address