

2019-2020
St. Philip Neri School

Welcome to SchoolSpeak!

October 8, 2019

Dear Parents,

We are rolling out a new web solution – **SchoolSpeak** - for school communication this fall. You will receive all school and classroom communication on SchoolSpeak in the future. This will include announcements, teacher messages, newsletters, forms, calendar, lunch menu and your child's homework and grades.

Our SchoolSpeak address can be found as a link on our website: www.stphilipneri.net
(To log in go to the following tabs: *Parent Info > SchoolSpeak*)

School Speak is a web portal designed to serve our school Community. This is a private web site accessible only to parents, teachers and students of our school. You will need a user name and password to access this system.

You will receive a Welcome email with your user name and password. This email will come from SchoolSpeak@MySchool.org. Please remember to add this email address to your safe sender list. **If you haven't received the Welcome email by Friday, October 11, 2019**, please check your junk/spam mail folder for an email containing SchoolSpeak in the subject line. If the Welcome email is still not found, please contact the School Office at (310) 638-0341 or email Mrs. Martinez at secretary@stphilipneri.net.

We will use your email on file for registering with SchoolSpeak. If your email has changed, or if you would like to update your email, please send your new email ID.

Once you receive your Welcome email, please complete the following steps:

- Login in to the site with your user name and password.
- You will need to accept terms and conditions and privacy policy.
- Please review your profile and that of each of your children. You need to be associated with each of your children in the school and they need to be associated with you so that you can view their grades. You can access your profile by clicking the profile link on the top of the page.
- If there are corrections or additions, please use the contact link on the top of SchoolSpeak page to send a detailed message to the SchoolSpeak administrator.
- Change your password to something you can remember. Click 'Change Password' link on the top of the page to access the password change page.

**** Do not share your password with anyone including your children. You have different privileges than your child. For example, only parents can 'sign' grades. If your child logs in as the parent, the student will be able to "sign" for you, without your knowledge.**

We will be circulating a quick start guide on SchoolSpeak. You can find a link on our website under Parent Info >> SchoolSpeak to access the guide. You can stop by our Office Table (School Lobby) after the 2nd School Mass **on October 13th** if you have any general questions. We will plan a parent training sessions this month if you need assistance:

❖ Monday, October 28, 2019 (6-7 pm) Location: TBA

If you have any questions or need help, please contact the School Office at (310) 638-0341 or email me at agonzales@stphilipneri.net.

Thank you,

Mrs. Alexandra Gonzales
Principal