



Seattle Public Schools
2445 Third Avenue South
PO Box C-34165
Seattle, WA 98124
September, 2009

Dear Parents and Guardians,

***If you are already registered with *The Source*, you may disregard this letter.
You DO NOT need to register again.***

The Source is Seattle Public School's online communication tool that allows parents, guardians and students online access to student schedules, attendance and standardized test scores. Secondary students and their parents or guardians will also have access to grades and class assignments. *The Source* is a great way for parents, guardians, and students, to monitor grades, find upcoming assignments and to communicate with teachers.

Even if you have several students enrolled in Seattle Public Schools, you only need to register once. If you register and do not see all of your students, please email sourcesupport@seattleschools.org.

To register, you will need:

- First, you will need access to a computer with internet access. All of our schools have a computer available for families without a home computer or who do not have internet access. Your neighborhood library or community center has computers available as well.
- Next, you will need to know your Household Security Code. (See below.) Only those on record as a student's parent or guardian will be provided a Household Security Code.
- Finally, you will need a valid email account to register with *The Source*. If you do not have an email account, there are several online resources where you can get a free email account such as: www.gmail.com or www.hotmail.com. Your email address will be your *Source* username. Once you have an email account and a computer with internet access, you are ready to register!

To get your Source Household Security Code:

1. Send an email to: sourcesupport@seattleschools.org
2. The email must include:
 - Your name and relationship to each of your students
 - Each student's full name
 - Each student's 7 digit Seattle Schools student ID#
 - The school each student attends
 - Each student's date of birth
3. Upon receipt of this information, The Source Team will email your registration code, along with registration instructions.
4. Register online at: <http://source.seattleschools.org>

If you have questions about *The Source*, need help registering or need other assistance with *The Source*, please email us at:
sourcesupport@seattleschools.org

Sincerely,
The Source Team