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[SCHOOL NAME AND DATE]

To Students and Parents/Guardians,

The School District of Philadelphia has introduced two exciting new tools, StudentNet and the Individual Learning Plan (ILP), to help all students track their educational progress and plan for academic and career goals. The School District is requiring for this school year that schools work with all students from grades 4-12 to use StudentNet and to develop an ILP. The staff at [INSERT SCHOOL NAME] will be working with your child throughout the year to use these tools, and we hope you will support us in this endeavor.

Here are some things you can do to participate in, and support us with, this work:

- Ask your child to log-in to StudentNet with you so you can explore it together
- Review your child's academic record in StudentNet and discuss it with him/her
- Review your child's ILP in StudentNet and discuss it with him/her
- Contact your child's school Counselor to ask questions, seek help, and/or share any updates to the ILP that you and your child have made together
- [FOR GRADES K-8] If your child forgot his/her password, please contact the School Counselor
- [FOR GRADES 9-12] If your child forgot his/her temporary password, please contact the School Counselor. If your child forgot his/her re-set password, go to the log-in page at www.philasd.org/login and click on "Forgot Your Password?" in the blue "Student" box. If your child also forgot the answers to the security questions, ask the School Counselor to contact the District Helpdesk (215-400-5555).
- Encourage your child to use StudentNet on a regular basis to check academic records, use the online textbooks, and explore the many other resources it has to offer
- Visit www.philasd.org/offices/studentnet and click on the Resource Materials page to download documents (such as the ILP Guide and SMART Goals) that will help you work with your child
- Register for your own account in FamilyNet to access your child's academic records and view his/her ILP. You will need your child's date of birth and student ID number to register. To learn how to register, go to: <https://phila.schoolnet.com/outreach/philadelphia/parents/>

A StudentNet and ILP fact sheet, enclosed here, provides more detailed information. If you have any questions, feel free to contact us at [PHONE/EMAIL ADDRESS].

Sincerely,

[NAME]
School Counselor

[NAME]
Principal