June, 2014

Dear Parent/Guardian,

East Allen County Schools will have on-line registration July 28 through August 5, 2014 for currently enrolled students. If you have computer internet access at home, you may complete on-line registration during this time. If you do not have computer and internet access at home, schools will have computer labs available during registration on the following dates:

**Elementary/Secondary Registration:**
- August 4, noon – 7:00 p.m. (With the exception of Paul Harding Jr. High School)
- August 5, 8:00 a.m. – 3:00 p.m.

Translators will be available for assistance for the following locations/dates:
- Southwick: August 4, noon – 7:00 p.m.
- Prince Chapman: August 5, 8:00 a.m. – 3:00 p.m.
- Paul Harding Jr. High: August 6, noon – 7:00 p.m.

*Parents going to a school to complete on-line registration should bring their RDS Parent Access username and password.*

**On-line Registration Requirements:**

- If you have forgotten your username/password, you must contact your child’s school prior to June 6, 2014 to set-up a NEW, active account. This account must be set up before June 23, as the school provided activation code is only good for 30 days. When the Parent Access System window opens on July 28 for registration, you will then use your newly created username and password to complete on-line registration.

- In addition to on-line registration, all parents need to visit their child(ren)’s school(s) during the on-site registration to complete additional back-to-school items.

- The Parent Access System will be unavailable from June 23 through July 27, 2014.

- Beginning July 28 through August 5, 2014, parents will be able to log into The Parent Access System to review and update their child(ren)’s emergency contact information from the prior school year.

- To login into The Parent Access System use the link: [https://rds03.eacs.k12.in.us/RDSParentAccess/](https://rds03.eacs.k12.in.us/RDSParentAccess/)

- Parents with more than one child attending EACS schools can combine or “link” their children’s information through the use of the activation codes into one account.

- Student schedules will be available for on-line viewing August 12, 2014.

- If an address change occurs, parents will need to go to the school during August registration dates to provide proof of residency in the form of a current month’s utility bill or a lease/purchase agreement.

If you have any questions, please contact your child’s school before June 6, 2014.