**Charms Office Assistant**

**We will be using a new office management system this year to keep track of individual student financial accounts, instrument inventory, uniform inventory, absences from rehearsals & performances, and create an interactive calendar. This program is web-based and can be accessed via the internet. In order to access this information, please see the directions below. Please note that you should change your child’s ID number once you’ve entered the site for the first time. If you forget the ID number or if you have questions, please contact the MHS Band Office at 983-5611 or via e-mail at** **schultzm@santarosa.k12.fl.us** **or** **weaverg@santarosa.k12.fl.us** **.**

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How to access parent information

BAND \* ORCHESTRA \* CHOIR

* Log on to [www.charmsoffice.com](http://www.charmsoffice.com)
* Locate the “PARENT/STUDENT LOGIN” section of the web page.
* Login to your child’s program account using the following login:

***miltonhsband***

* This will bring up the main parent page. This will allow you to look at your child’s program’s **public calendar, event list, handouts and other files**.
* Clicking on an event on the calendar brings up the details for that event, such as times, attendance requirements and equipment/uniform necessities. Clicking on “event list” puts all of the calendar information in a list form for easy printing.
* When you enter your child’s ID NUMBER, ***Last Name (all lower case) & Graduation Year (ex. weaver2015)*** another more detailed screen appears with even more options to view your student’s uniform assignments, music assignments, financial records, forms and inventory. Enter your child’s ID FIRST – then you may create your own, unique password by clicking on the “**keys** icon”
* One area in which you can help the director maintain his/her records:
	+ **Student information form** –you may help make changes to your child’s **student information page** (such as updating phone numbers and email addresses if they change) to help the teacher communicate with you more effectively.
* Most importantly, the parent page assists both you and the teacher to communicate with each other.
* You will also see links to **enter Practice Logs**, **view Grades**, and use the **Recording Studio** if the teacher has enabled these options.