

Dear Parents,

St. Agatha Catholic School uses Option C, Inc. to manage all student and parent information, as well as grades. This state of the art system allows each family to have an online personal homeroom for retrieving nightly homework assignments, class schedules, attendance records, progress reports, and a school events calendar. We are very excited to be able to assist our parents and students with this very valuable information, online and available daily.

Directions:

1. Please take a few minutes to go to [www.optionc.com](http://www.optionc.com). At the bottom of the page, enter our school code "6193" and click the "GO" button.
2. Once at the site and below the login information, please click on "make OptionC your homepage". Next time you open your internet browser, it will take you directly to this page.
3. Please sign in, using the username and password attached.
4. Once logged in, click on "User Information>My Information" at the top of your page. Please edit and change your username and password. Please make is secure using numbers and letters. It is up to you if you choose to give this information to your child, or preferably, you may want to log them in instead.

Please take several minutes to become familiar with the web site. It is very easy to use and will be an important means of communication between the school and you and your child. If you have any questions, please call the school office. All attendance records are recorded under the "My Classes" in the Homeroom class.

### **Online Registration:**

**New families, please enter all of your information under the "My Information" tab. Click on "My Profile" and then follow from page to page.**

***Returning families, please make sure all of your information is accurate on each profile page.***

Thank you.

Sincerely,

Jeff Delegato  
Principal